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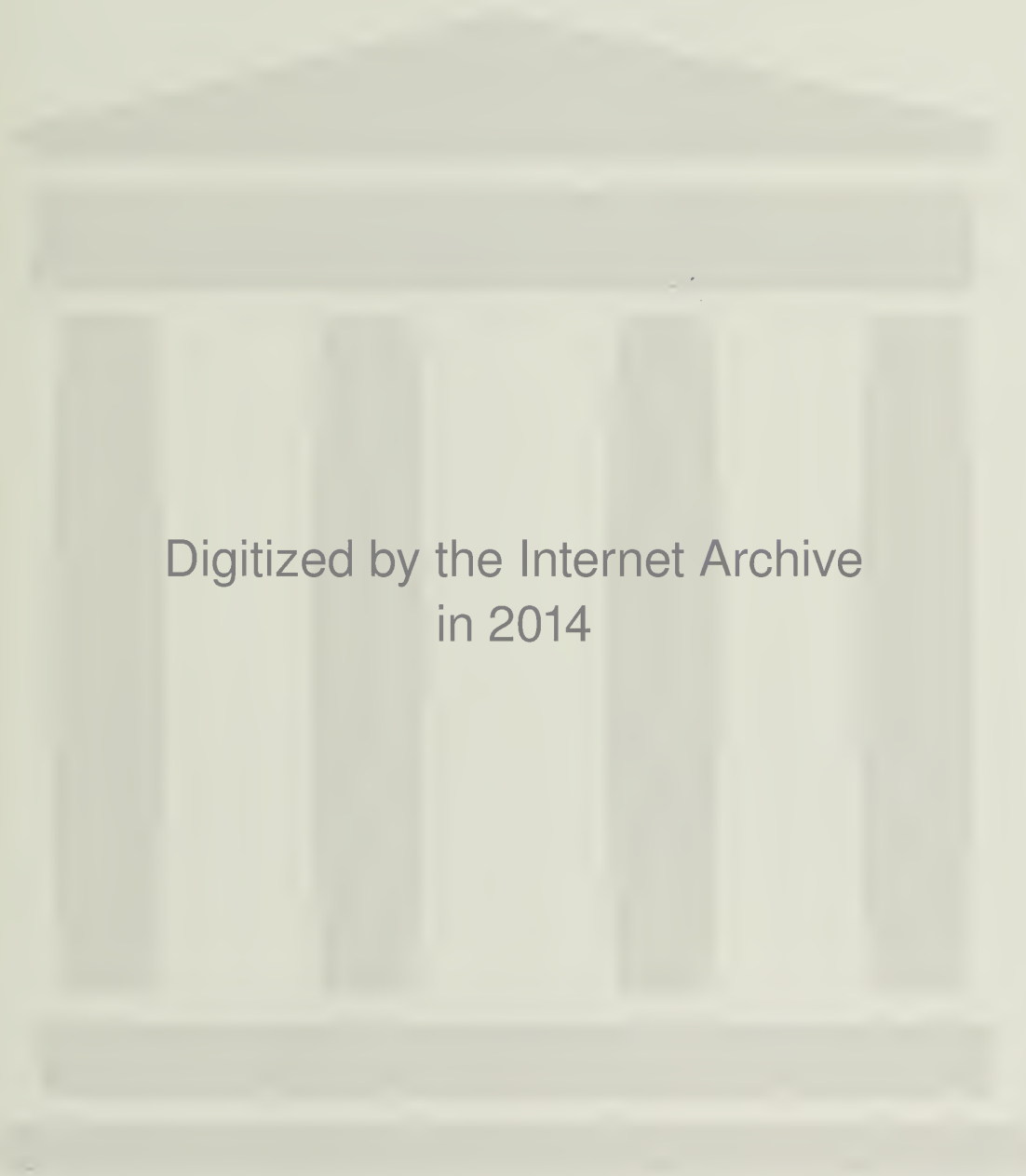

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SAN FRANCISCO
PUBLIC LIBRARY COMMISSION

The San Francisco Public Library Commission has not always printed its minutes in final form. For the disposition of draft minutes, where final or "approved" minutes are missing, consult the minutes of subsequent meetings

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, January 4, 2000**
TIME: **5:30 PM**
PLACE: **Koret Auditorium**
Main Library, lower level

The meeting will be called to order

AGENDA*+:

1. ELECTION OF COMMISSION 2000 OFFICERS **ACTION**
(This item is to allow Commissioners to nominate themselves or fellow commissioners for the offices of President or Vice President and to elect the Commission President and Vice President from among the nominees).

2. APPROVAL OF THE MINUTES **ACTION**
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of December 7, 1999.

3. CITY LIBRARIAN'S REPORT **DISCUSSION**
by Deputy City Librarian Susan Hildreth
(This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of an update on the City Librarian and a proposal that the Commission hold a special meeting on January 19, 2000.

4. OCEAN VIEW CONSTRUCTION REPORT **DISCUSSION**
by Mr. Edgar Lopez, Department of Public Works
A status report on and discussion of the construction of the new Ocean View Branch Library.

5. POST OCCUPANCY EVALUATION REPORT **ACTION**
Presentation of, discussion of, and possible action to receive the Post Occupancy Evaluation (POE) of the Main Library as the completed report for the Commission's review and future consideration.

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A.
Vice President

Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
[illegible]ian W. Swig
[illegible]missioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

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58 SFPL 05/07/04 67

6. STRATEGIC PLAN **ACTION**

Presentation on, and discussion of, and possible action to approve the Library's proposed Strategic plan.

7. UNION REPORT **DISCUSSION**

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

8. NEW BUSINESS **DISCUSSION**

(This item is to allow Commissioners to introduce new agenda items for future consideration.)

9. PUBLIC COMMENT **DISCUSSION**

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

10. ADJOURNMENT (requires motion and public comment) **ACTION**

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

*** Due to the holidays, documents referred to in the agenda items and any related explanatory documents provided to the Library Commission will be made available by noon, January 3, 2000 at the Government Information Center, Main Library,5th Floor and at the Office of the Library Commission, Main Library 6th Floor. Whenever possible such documents will be also available on the Library's website at http://sfpl.lib.ca.us/**

12/15/99 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075 415/554-6177 FAX and website at http:/www.ci.sf.ca.us/sunshine/.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
12/14/99

City and County of San Francisco

(415) 567-4700
FAX (415) 567-4701
http://www.sfdpw.com

Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102-6020

Willie Lewis Brown, Jr., Mayor
Mark A. Primeau, AIA, Director

Tara D. Lamont, AIA, Bureau Manager

OCEAN VIEW BRANCH LIBRARY

UPDATE REPORT (November 1999)

General Contractor:	Pacific Engineering Builders Inc.
Start Date:	March 29, 1999
Original contract time:	365 calendar days
Extension granted:	0
Original completion date:	March 28, 2000
Revised completion date:	March 28, 2000
Anticipated completion date:	March 28, 2000
Contract amount:	$ 1,259,177
Approved Change Orders:	$ 17,049
Percentage of completion as of Nov. 30	51%

Construction Progress/Issues

- Roof slab poured.
- Steel stud framing in progress.
- Installation of mechanical and electrical systems in progress.
- Structural steel stairs installed.

Construction Schedule

- Work is five to six weeks off the original contract schedule. The contractor has produced a recovery schedule which shortens the delay to four weeks.

- Work to be performed within the next two weeks includes:
  Continue installation of mechanical and electrical systems;
  Roof installation;
  Continue steel stud framing.

Construction Budget

As of November 30, **there are no new approved Change Orders.** The total amount of approved Change Orders remains at $17.049. The following is a summary of Change Orders:

- Change Order No. 1: $ 3,000
  Modifications to site grading due to unforeseen condition involving adjacent properties.

- Change Order No. 2: $ 6,242
  Client requested to add a storage closet and modify the book shelving. Also includes a modification to artwork structural support.

- Change Order No. 3 $7,807 (*revised, $1,997 added to previous reported amount*)
  Client requested to add a horizontal blind at second floor skylight, change in electrical outlet boxes, additional reinforcing steel bars at mechanical equipment pads.

Revised 11/22/99

Proposed Library Hours of Operation*

C:\BranchProject\Openhours PropE.xls

Library	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Anza	12 - 6	10-9	1-9	10-6	1-6	**1-6**	Closed
Bayview/A.E.Waden	10-6	10-6	**1-8**	**1-7**	1-6	10-6	Closed
Bernal Heights	Closed	10-9	1-9	10-6	1-6	1-6	Closed
Chinatown	1-9	10-9	10-9	10-6	1-6	10-6	1-5
- Children's room	1-6	10-8	**10-8**	10-6	1-6	10-6	1-5
Eureka Valley/HMM	12-6	10-9	1-9	10-6	1-6	**1-6**	Closed
Excelsior	1-9	10-9	10-9	10-6	1-6	10-6	1-5
Glen Park	Closed	10-6	12-8	1-7	1-6	1-6	Closed
Golden Gate Valley	Closed	10-6	12-8	1-7	1-6	1-6	Closed
Ingleside	Closed	10-6	12-8	**12-6**	1-6	**1-6**	Closed
Marina	10-6	10-6	1-9	1-9	1-6	10-6	1-5
Merced	Closed	10-9	1-9	10-6	1-6	10-6	Closed
Mission	1-9	10-9	10-9	10-6	1-6	10-6	1-5
- Children's room	1-6	10-8	**10-8**	10-6	1-6	10-6	1-5
Noe Valley/S. Brunn	Closed	10-9	1-9	10-6	1-6	**10-6**	Closed
North Beach	12-6	10-9	1-9	10-6	1-6	**1-6**	Closed
Ocean View	Closed	**10-7**	**10-7**	1-6	1-6	**1-6**	Closed
Ortega	10-6	10-6	1-9	1-9	1-6	10-6	Closed
Park	Closed	10-9	**1-9**	10-6	1-6	10-6	Closed
Parkside	**1-6**	10-9	1-9	10-6	1-6	**10-6**	Closed
Portola	Closed	10-6	12-8	1-7	1-6	1-6	Closed
Potrero	Closed	**10-8**	**12-8**	10-6	1-6	**1-6**	Closed
Presidio	Closed	10-9	1-9	10-6	1-6	10-6	Closed
Richmond	10-6	10-9	10-9	1-9	1-6	10-6	1-5
- Children's room	10-6	10-8	**10-8**	1-6	1-6	10-6	1-5
Sunset	1-9	10-9	10-9	10-6	1-6	10-6	1-5
- Children's room	1-6	10-8	**10-8**	10-6	1-6	10-6	1-5
Visitacion Valley	Closed	10-6	12-7	1-7	1-6	**1-6**	Closed
West Portal	1-9	10-9	10-9	10-6	1-6	10-6	1-5
Western Addition	1-9	10-6	10-9	1-6	1-6	10-6	Closed
Main Library	10-6	9-8	9-8	9-8	**12-6**	**10-6**	12-5

Open Hours	Current	Proposed	Difference
Branch Libraries	1,112	**1,110**	**-2**
- The Children's Rooms at the four 2-flr branches	188	**200**	**12**
Subtotal	1,300	**1,310**	**10**
Main Library	60	60	0

* ***Proposed changes in bold type.***

HoursChart PropE

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

RESOLUTION IN SUPPORT OF PROPOSITION 14

WHEREAS, the California Legislature has declared that public libraries are a supplement to the formal system of free public education and deserve adequate financial support from government at all levels: and

WHEREAS, a viable statewide system of public libraries is essential to assist the schools, support children and to serve the general public in all local communities; and

WHEREAS, community public libraries are an important partner in providing a quality education for children and ensuring lifelong learning opportunities for all citizens; and

WHEREAS, the public interest is served by providing adequate resources to properly fund public library facilities and services; and

WHEREAS, the San Francisco Public Library as well as other local public libraries throughout California need additional funding for expansion and renovation of existing library facilities and construction of new ones to better serve their communities; and

WHEREAS, the California State Library has recently conducted a statewide survey which identified a need for 425 local library projects at a cost in excess of $2 billion, including four projects in San Francisco at a cost of $17 million; and

WHEREAS, Governor Davis has placed Proposition 14 (the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. sponsored by Senators Rainey, Burton and Alpert) on the March 7, 2000, statewide general election ballot, authorizing the issuance of $350 million in State bonds to fund library construction and renovation projects on a 65% State - 35% local matching basis;

NOW, THEREFORE BE IT RESOLVED that the San Francisco Public Library Commission hereby endorses and supports the passage of Proposition 14 and directs the City Librarian to notify the Mayor, the Board of Supervisors and any other appropriate body of its support.

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SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233. Fax 415.557.4240

Willie L. Brown, Jr.
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Darian W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the regular meeting of Tuesday, January 4 , 2000

The San Francisco Public Library Commission held a regular meeting on Tuesday, January 4, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:36 PM by President Llorente.

The following members were noted present: President Llorente, Commissioners Chin, Higueras, Llorente, and Swig.

Commissioner Steiman was noted excused attendance.

Commissioner Coulter joined the meeting at 5:42PM.

President Llorente indicated that item #1 on the agenda, the Election of Commission Officers for 2000 would be deferred until after the City Librarian's Report in order to allow additional Commissioners to participate.

APPROVAL OF MINUTES of the regular meeting of December 7, 1999.

Public Comment: An anonymous member of the public criticized the accuracy and intelligibility of the reporting of previous comments in the Minutes concerning the Library's presentations on Prop. E Hours. It was also mentioned that a summary statement as authorized by San Francisco Administrative Code section 67.16 would be submitted. Mr. Peter Warfield noted that he had not expressed skepticism concerning the reality of problems at the Chinatown Branch as reported but concern regarding the information presented demonstrating the problem to be addressed, criticized that the Minutes do not clearly report his point that although the Library's budget has increased neither the hours nor the book budget had increased in comparable measure, and further noted that the Deputy City Librarian had said there would be no fiscal impact resulting from the restoration of two hours and that he had requested consideration of the addition of more "free" hours.

MOTION: approval of the Minutes of the special meeting of December 7, 1999 was moved by Commissioner Chin, seconded by Commissioner Coulter.

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and are neither generated by, nor is their content subject to approval by, the Public Library Commission.

Vice President Higueras requested that the Commission Secretary review the recording of the meeting and if appropriate clarify the approved the Minutes regarding the issues raised by members of the public.

President Llorente called attention to the option offered to speakers by the recently enacted revisions to the San Francisco Sunshine Ordinance for the submission of public comment summary statements.

ACTION: 5-0 Aye (Chin, Coulter, Higueras, Llorente, and Swig)

CITY LIBRARIAN'S REPORT

Deputy City Librarian, Ms. Hildreth reported no new information concerning City Librarian Regina Minudri. The Deputy City Librarian suggested that the Commission consider calling a special meeting for Wednesday, January 19, 2000 to address issues involving the Library budget and the draft Friends and Foundation Memorandum of Understanding (MOU). Ms. Hildreth informed the Commissioner concerning a matter which arose after the meeting agenda had been posted that it would be necessary to temporarily close the Eureka Valley/Harvey Milk Branch from January 6 until January 31, 2000 in order to replace the roof and repair water damage due to leaks. She noted that if the project is completed earlier the branch will be re-opened earlier.

Public comment: a public comment summary statement as authorized by San Francisco Administrative Code section 67.16 was submitted.

In response to a question by Commissioner Chin concerning possible problems with rainy weather during this project, Library Facilities and Operations Manager Rich Walsh, reported that no serious weather related difficulties were anticipated.

ELECTION OF COMMISSION OFFICERS FOR 2000

President Llorente noted his nomination and that of Vice President Higueras to continue to serve as Commission President and Vice President during 2000 and asked if there were any other nominations. No other nominations were offered

Public comment: An anonymous member of the public discussed the implications of the legal doctrine of ratification and the implications of increase in litigation by the anonymous member of the public against the Commission during President Llorente's term in office, and referred to an editorial in the San Francisco Independent suggesting that the Commission choose another candidate for President. Mr. Peter Warfield suggested that candidates for Commission office speak about their views of how the Commission might operate during the coming year given accusations concerning its responsiveness to the public raised in an editorial in the San Francisco Independent.

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Public comment: a public comment summary statement as authorized by San Francisco Administrative Code section 67.16 was submitted.

MOTION: Election of Commissioner Llorente as President of the Library Commission for 20000.

ACTION: 5-0 Aye (Chin, Coulter, Higueras, Llorente, and Swig).

MOTION: Election of Commissioner Higueras as Vice President of the Library Commission for 20000.

ACTION: 5-0 Aye (Chin, Coulter, Higueras, Llorente, and Swig).

OCEAN VIEW BRANCH CONSTRUCTION REPORT

Mr. Edgar Lopez, Bureau of Architecture, DPW gave the Commissioners his monthly update report on the construction of the new Ocean View Branch Library. Mr. Lopez provided details of recent progress with the project. He noted no new change orders were entertained during December, but that those previously mentioned were still under negotiation with the contractor. He again informed the Commissioners that the project was four weeks behind schedule and discussed the efforts made, so far unsuccessfully, to make up lost time. Mr. Lopez suggested that April 28, 2000 was the likely completion date. Mr. Lopez presented four slides illustrating the work completed to date.

Public comment: none offered

In response to questions by President Llorente, Mr. Lopez further described details of the facility and aspects of the proposed plan for the completed building. Responding to Vice President Higueras, Mr. Lopez discussed issues involved in making up the time lost in the building schedule and possible contract damages issues that could arise from this situation. He promised that the Library would be actively involved in any decision - making process regarding assessment of damages under the contract. Library Facilities and Operations Manager Rich Walsh informed the Commissioners that a one month construction completion delay should have no significant impact or cost beyond an additional month's rental payment of $600 for the month-to-month rental location currently used as the branch library. He anticipated that the move-in to the new building could be rapidly accomplished.

POST OCCUPANCY EVALUATION REPORT

Deputy City Librarian Susan Hildreth explained that the final report had not yet be received but would be available by January 10, 2000. Vice President Higueras observed

that it was his expectation that the Commission would hold a special meeting to discuss the complete Post Occupancy Evaluation (POE) report in mid-February. Ms. Cynthia Ripley introduced Ms. Florence Mason, noted the work of Los Angeles City Librarian Susan Kent, and pointed out Mr. Scott Lewis, of Oppenheim-Lewis, who had a role in the original library project, as the project's cost consultant. She then discussed aspects of the Executive Summary of the final Report of the Post Occupancy Evaluation (POE) of the Main Library. She noted that the principle difference of this presentation from previous presentations was the inclusion of projected cost figures associated with various concept proposals in the report. Ms. Ripley mentioned inclusion of comments gathered during the process in volume II of the Report. She outlined the schedule of work since they were selection to conduct the evaluation. Ms. Ripley discussed the perimeters that the team had set to frame their conduct of the survey. She noted that this study was conceived as setting as baseline for future planning rather than a retrospective review of the process that created the building. It was pointed out that all libraries grow and change throughout their history and that the local of the Main Library on Civic Center plaza dictated many aspects of its design. Ms. Ripley emphasized that identifying potential improvements in public service was a primary goal of their work. Meeting the needs of the existing collection and identifying ways for future expansion of it, improving patron access to materials and services, and improving back house facilities with an eye toward improving public services were described as principle points of emphasis in conducting the review. Ms. Ripley discussed the importance of the ultimate creation of a Master plan that would guide and focus efforts to meet the service goals of the entire library system. The relocation system-wide service functions to other locations was cites as a way to improve the ability of the Main Library to more fully meet its functions.

Ms. Florence Mason discussed various aspects of how the team went about examining the problems and issues needing to be addressed. She noted it was found that the building does not properly house the existing collection nor was their sufficient room for its expansion. The legibility or way finding system in the building was identified as a problem, with associated issues in locating materials involving the online catalog. Many survey respondents indicated problems in using the Main Library. Staff problems in processing materials from return to reshelving to the public, damage to materials caused by existing book return and transfer processes, and overcrowding and inefficient space in Tech Services were reported among identified problems. Some key facility management issues such as public restrooms, AV systems, and loading dock functions were pointed out as in need of remedy. Ms. Mason identified as a linchpin recommendation in their work as the recommended use of Brooks Hall to resolve the principle space problems, to expedite provision of direct service to the public, and to make possible reconfiguration of spaces within the main Library. Suggested uses for Brooks Hall were next outlined. Ms.

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Mason then discussed a floor by floor review of the conceptual re-organization of the building to maximize space available for direct public services. She suggested that with these changes a significant increase in open shelving could be created. Ms. Mason also discussed aspects of how relocation of some current Main Library activities to either off-site locations or to Brook Hall could facilitate improved public services through the building. Improvements in the online catalog were identified as important to future improvement in overall public service. Ms. Mason also suggested that increased staffing, especially support staff, was a major component in providing better public service.

Ms. Ripley noted that projected cost figures prepared by Mr. Lewis were associated with each recommendation and would merit detailed study. She then re-emphasized that use of Brook Hall and the reconfiguration of areas on the First and Second Floor were vital components in their recommendations for the most immediate improvements in service. She emphasized that how these recommendations were to be implemented was a decision that was up to the Library to choose. Problems with the current use of compact shelving were noted. She again outlined some back of house services proposals. Ms. Ripley then presented slide views of the floor by floor conceptual proposal diagrams. She strongly emphasized that these were not plans, but merely conceptual proposals for reorganization of space on each floor. She next described in some detail of various aspects of the conceptual proposals for each floor. She emphasized that the conceptual diagrams should not be taken literally, that they were intended only as a general tool to identify solutions to identified problems and to frame cost estimates. Recommendations concerning use of Brooks Hall to meet various public and back of house service needs were next outlined in some detail. Ms. Ripley concluded her presentation by noting that the as the Main Library was a complex building and in the normal course of events continual maintenance and changes in the building will most certainly be required and in view of that the Library's lack appropriate resources and professional training for its own in house facilities management and development staff will become more and more problematic and is vital that this lack be remedied. Determining the proper role of the Main Library within the overall library system was reported as essential to addressing the work of the entire system.

Public comment: Mr. Wayne Sherman strongly objected to what he believed to be plans to relocate the Library for the Blind and Print Handicapped. He also spoke concerning the special needs of those with impaired vision, a perceived lack of involvement of those with impaired vision in POE surveys, a lack of availability of POE documents in appropriate format, and complained of insufficient opportunity to ask

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and are neither generated by, nor is their content subject to approval by, the Public Library Commission.

questions and comment on the proposal. Deputy City Attorney Adine Varah rose to point out that Prop. G (Sunshine Ordinance Revisions, 1/00) mandated uniformity of public comment time allowed and observed that there was additional opportunity for public comment later in the agenda. Ms. Nicolette Noyes read a statement objecting to perceived plans to relocate the Library for the Blind and suggested alternative changes she believed preferable to disrupting the currently desirable facilities. She further decried potential problems any relocation of this facility to a lower level of the building would pose for her disabled father. Ms. Winifred Downing, President of the Advisory Committee for the Library for the Blind and Print Handicapped read from a letter authorized by her committee, which she had sent to the Deputy City Librarian and the President of the Library Commission raising detailed objections to reported plans to relocate the facility. She in particular strongly requested that her committee be directly involved in any proposed changes in the services or facilities currently available to disabled patrons at the Main Library. Mr. Patrick Blernary strongly objected to the reported relocation of Library for the Blind and Print Handicapped and declared his determination to resist its implementation. Ms. Cathy Bremer of the Librarian's Guild raised concerns involving staff ergonomic concerns, an claimed insufficient level of staffing, the suggested refusal to consider fundamental changes in the architectural arrangement of the building, the perceived influence of a public/private partnership in determining use of the Main Library resulting in lack of space for the collection, and issues of staff concern with the closed nature of the building. An anonymous member of the public expressed concern that if additional public comment time was allowed that the anonymous member of the public would expect to be allowed additional time for comment It was additionally mentioned that the final POE report had not been available on December 20, 1999 as promised, that public records requests for additional information concerning the background data underlying the report and communications between the consultants and the library had not been fully met, that reported critics of the Main Library had not been identified, and that the focus of the previous Library Commission on getting the building underway and completed on schedule led them label as critics those whose comment might have produced a more functional facility (a public comment summary statement as authorized by San Francisco Administrative Code section 67.16 was submitted). Ms. Marty Gottard, Library Access Services Manager, noted that many of the areas discussed as non-public space are public service areas and detailed her concerns in favor of maintaining existing public services in those areas. Mr. Peter Warfield described the entire process used in developing the POE as closed, expressing belief that only those invited to participate had a voice in developing the report. He further complained about remarks that pending completion of the POE process that no action would be taken to address the immediate need to correct situations that caused damage to books and expressed concern with many costs not being included in the

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final report. Mr. Grey Brechin, commended the POE team for identifying the problems of what he described as a "bad" building that in his view was irreparable. He promised to return to comment further at the next discussion of the report.

President Llorente requested that Ms. Ripley respond to the concerns about the perceived proposal to relocate the Library for the Blind and Print Handicapped. Ms. Ripley strongly stated that the proposals were diagrammatic, focused on making space available and not for specific program space reallocations. She stated that there was no specific imperative to relocate the Library for the Blind and Print Handicapped and that the points raised in public comment were well taken. Ms. Ripley responded that she could not provide President Llorente a detailed answer regarding any specific impact of retaining the existing Library for the Blind at the meeting. She pointed out that the purpose of their proposals was to facilitate improved public service not simply displace functional existing services. Ms. Mason agreed that any proposed space changes were subject to extensive Library consideration and adjustment where specific program needs were concerned. Regarding problems with the book drop and conveyer system. Chief of the Main, Ned Himmel reported on steps which had already been taken to ameliorate damage to books being processed. However; He noted that some problems still remained to be resolved. Responding to a question by President Llorente regarding the involvement of the union, Ms. Ripley described in some detail the process and perimeters the team used in gathering input during the research phase of their work. She noted that the principle upon which the work rested was to approach questions and issues solely as outside consultants with a focus on the address existing building as it is, how it functioned or not, and how it could be improved. She observed that the creditability of the report rested on their professional reputations as experts. Ms Mason further detailed a step by step "peeling an onion" approach which the team used to address technical issues with the assistance of experts in the various areas being reviewed. President Llorente observed that this discussion was but the first in a long process of consideration of the POE.
Deputy City Librarian Susan Hildreth reported in response to questions that the full final POE Report would be available on January 10, 2000, and would be available for review at the Library Commission Office, the City Librarian's Office, and as quickly as possible thereafter at branch libraries and the Main Library Government Information Center on the 5th Floor.

STRATEGIC PLAN

Deputy City Librarian Susan Hildreth presented a detailed discussion of the various stages in the development of the draft strategic Plan dated 12/28/99 that she

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proposed that the Commission adopt. She noted that the Strategic Plan brought to the Commission for approval omitted the details of the various changeable measures staff suggested could be used to carry out the directions set in the plan. She commented that these measures were available for examination by interested members of the public. Ms. Hildreth reported that the proposed Strategic Plan had been posted on the Library's website and copies were available at branch libraries. She described issues raised by retired librarian Jack Cole regarding replacement of both current and antiquarian materials in the collection in the only public comment letter received on the plan. Ms. Hildreth also noted Mr. Cole's suggestion of creation of a five year plan to rehabilitate existing collections. The Deputy City Librarian informed the Commissioners that in response to suggerstions by Commissioner Chin and Swig Library Direction #3 had been modified to include increased literacy and homework support.

Commissioner Coulter left the meeting at 8:10 PM and returned at 8:13PM

Public comment: An anonymous member of the public criticized the existence of various versions of the draft Strategic Plan, suggested that without the inclusion of specific measures, the substance of the plan, that the Commission would be approving nothing beyond fine words and leaving staff free to modify or change completely the plan without input by the Library Commission or the public. This was described as failing their duty to represent the public. (a public comment summary statement as authorized by San Francisco Administrative Code section 67.16 was submitted) Mr. Peter Warfield complained concerning the confusion resulting from the existence of five versions of the Strategic Plan with many similar details masking great differences. He further noted difficulties in his efforts to obtain copies of the different plans from the Commission Secretary or the City Librarian's Office. Mr. Warfield additionally expressed his view that only those invited had any input into the development of the proposed Strategic Plan.

Commissioner Coulter commented that the proposed plan was very specific in parts and general in others, but was insufficiently detailed. He referred to the previous Strategic Plan as a more detailed, clear, guide to setting out specific steps for the Library to undertake. He expressed his view that the materials offered for discussion at the Strategic Plan hearings he participated in were vague and non-specific and that the responses received was vague as well. Commissioner Coulter stated that he felt the plan needed more work to make it a clear statement of the Commission's and priorities for the Library. President Llorente expressed concern that the process used to resulted in too general a statement. He noted that this plan was not based on the Commission's previous strategic plan. He observed that he too felt that while the principles expressed in the plan were admirable, it needed more specific details regarding how to achieve Library goals

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President Llorente also questioned inclusion of language related to the proposed tool lending library. Ms. Hildreth suggested that the Commission might approve the proposed plan considering it as a vision/priorities document and framework for future action. She noted that staff had planned to use the proposed Strategic Plan in conjunction with development of the 2000/2001 Library Budget. The Deputy City Librarian further noted that both this plan and the 1991 Strategic Plan shared many common premises. Commissioner Swig agreed that while the plan offered many wonderful statements, it provided few steps in how they could be accomplished. Vice President Higueras noted that in his view strategic plans identified a specific scope of work to be accomplished during a set time frame. He suggested that the Commission might approve the proposed plan, but only as a framework and that additional guidelines were needed. Commissioner Chin remarked that effective planning required clear foundation of set guidelines and that in her view the proposed plan mixed a lot of concepts not producing a clear strategic plan. She noted she would be uncomfortable in approving this plan. Ms. Hildreth responded to the Commissioner's comments noting that the proposed plan, based on the American Library Association's "Planning for Results" model, had also taken steps not included in the 1991 Strategic Plan to identify values which guide the choices made in providing library services. It was a consensus of the Commission that more specific measures to carry out the proposed Library Directions were needed. President Llorente requested staff to fill in more details of how the needs of primary library service area would be addressed in an approve strategic plan. The Deputy City Librarian committed to circulate the measures proposed to the Commission and members of the public and redraft the plan to include specific measures in response to the Commission's concerns. President Llorente tabled consideration of the proposed Strategic Plan to a future meeting, calling it a good beginning, but needing more detailed measures.

Vice President Higueras left the meeting at 8:28PM and returned at 8:33PM.

LABOR UNION REPORT
none offered

NEW BUSINESS
None offered

PUBLIC COMMENT
An anonymous member of the public noting these remarks were a continuation of previous comments concerning the Prop. E/Strategic Planning meetings observed that the Commission should adopt a strategic plan based on truth. It was further noted that as the calendar indicated a Millennium change, it could be seen as an opportunity for

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renewal and healing through truth. Additionally, it was pointed out that the Commission's change in practice of taking public comment prior to reaching decisions was an improvement but that the Commission should admit that it had responded to litigation by the anonymous member of the public and changed the manner in which it conducted the Prop. E Hearings rather than maintaining that it had made the right decision in the first place. (a public comment summary statement as authorized by San Francisco administrative Code section 67.16 was submitted). Mr. Peter Warfield noted that in contrast to his usual practice of adhering to Roberts' (Rules of Order) dictum not to name names, commended the Commissioners by name for their discussion on the proposed Strategic Plan.

ADJOURNMENT

MOTION: by Vice President Higueras, 2nd Commissioner Chin

Public comment: none offered

ACTION: 5-0 Aye (Chin, Coulter, Higueras, Llorente, and Swig)

The meeting was adjourned at 8:40PM

Michael Housh, Library Commission Secretary 1/15/00

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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Willie Lewis Brown, Jr., Mayor
Mark A. Primeau, AIA, Director

Tara D. Lamont, AIA, Bureau Manager

OCEAN VIEW BRANCH LIBRARY

UPDATE REPORT (December 1999)

General Contractor:	Pacific Engineering Builders Inc.
Start Date;	March 29, 1999
Original contract time:	365 calendar days
Extension granted:	0
Original completion date:	March 28, 2000
Revised completion date:	March 28, 2000
Anticipated completion date:	**April 28, 2000**
Contract amount:	$ 1,259,177
Approved Change Orders:	$ 17,049
Percentage of completion as of Dec. 30	65%

Construction Progress/Issues

- Roof installation in progress.
- Steel stud framing substantially complete.
- Installation of mechanical and electrical systems in progress.
- Elevator shaft installation in progress

Construction Schedule

- Work is five to six weeks off the original contract schedule. The contractor has produced a recovery schedule, which shortens the delay to four weeks.

- Work to be performed within the next two weeks includes:
  Continue installation of mechanical and electrical systems;
  Complete the roof installation;
  Begin exterior stucco.

Draft Minutes of the Regular Commission Meeting of January 4, 2000

Appendix A

The Public Comment Summary Statements included in these draft Minutes are authorized by San Francisco Administrative Code Section 67.16. .

These summary statements are provided by the speaker and are neither generated by, nor is their content subject to approval by, the Public Library Commission.

Public Comment Statement – this summary statement is provided by the speaker and is neither generated by, nor are its contents subject to approval by, the San Francisco Public Library Commission

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission, January 4, 2000
Item No. 1. Election of Commission 2000 Officers

Summary under San Francisco Administrative Code Section 67.16
for Inclusion in the Minutes

(The speaker reacted to a "heavy sigh" from a Commissioner with a "heavy sigh" of his own.)

The deputy city attorney can advise you on "ratification," a legal doctrine which states that reaffirming the relationship of an agent implies taking responsibility for his actions.

The actions of President Llorente stands in stark contrast to the actions of his immediate predecessor, Commissioner Higueras. Mr. Higueras had only one lawsuit during his tenure, and that was provoked in his absence with an action contrary to his past practice.

Today's Independent has an editorial which ties the past undemocratic actions of this commission with the deficiencies identified in the Post Occupancy Evaluation.

I would urge this commission to take a very close look at the nature of Mr. Llorente's plethora of lawsuits, decide whether you really wish to ratify those actions, and find someone other than Mr. Llorente to serve as your president.

Word Count: 150

Public Comment Statement – th
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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission, January 4, 2000
Item No. 2. Approval of the Minutes

Summary under San Francisco Administrative Code Section 67.16
for Inclusion in the Minutes

The Library promulgated lists of Proposition E hours that were misleading. The repeated refusal of the Library Commission to note this criticism in the minutes is very disturbing.

The online version of the minutes contains no apostrophes or quotation marks.

"APPROVAL OF THE MINUTES" contains, "An anonymous member of the public . . . criticized reported comments." It was the minutes that were criticized, not reported comments. The criticism was that both the Proposition E hours and the minutes were "misleading," not inaccurate.

On page three, "An anonymous member of the public noted that the issue before the Commission resulted from a lengthily process of hearings and including litigation against the library concerning that had been brought . . . ." This is so ungrammatical as to boggle the mind.

The next sentence says "[A]nonymous member of the public challenged the numbers of (public service) hours . . . ." What was challenged was the inclusion of non-public service hours.

Word Count: 150

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission, January 4, 2000
Item No. 5. Post Occupancy Evaluation Report

Summary under San Francisco Administrative Code Section 67.16
for Inclusion in the Minutes

All that was available from the Library Administration under a Public Records request for drafts of the full report or memoranda and correspondence related to dollar amounts or shelving figures was this Executive Summary. This response has very low credibility.

The consultants who prepared this report state that they remained independent of the critics. Who are they talking about?

This amazing building was "On schedule. On budget and On Program" from the day it was conceived until the day it opened. The Commission jokingly referred to it as their "mantra": "On schedule, On budget and On Program." In the same way that people were called "process junkies," there were no process junkies. There were only people who believed in democracy and thought it mattered. So, people were called "critics." There were no critics. There were only people who knew the truth and thought it mattered.

Word Count: 145

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission, January 4, 2000
Item No. 6. Strategic Plan

Summary under San Francisco Administrative Code Section 67.16
for Inclusion in the Minutes

This Commission has been asked to approve the shorter version of this plan. The additions to create the longer version are called "measures." Those additions are not measures, they are definitions.

It is a betrayal of your obligation to the public not to consider, take public comment on and then pass the measures. Without the measures it is just a bunch of generalized, meaningless phrases, like "diversity" and "lifelong love of reading."

Now we are to understand that the "definitions" are subject to modification by the staff without consulting the Commission. This is not consistent with the obligation of this Commission to protect the interests of the public.

Word Count: 108

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission. January 4, 2000
Item No. 9. Public Comment

Summary under San Francisco Administrative Code Section 67.16
for Inclusion in the Minutes

This Commission, in its discussion of the Strategic Plan, asked what to base it on. I have a suggestion: The truth.

This not the millennium. That is next year. Still, our calendar has clicked over and it might be taken as opportunity to make a fresh start and clear the air. There is only one thing that heals all wounds and that is the truth.

A good example would be the lawsuit on the Proposition E hearings. Following a lawsuit the original hearings were terminated and then reconstituted. This Commission should not now claim that you were right in the first place, as you have so often in the past. It may involve a few moments of embarrassment, but in the long run this Commission will benefit from a policy of following the truth.

Word Count: 134

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OCEAN VIEW BRANCH LIBRARY

UPDATE REPORT (December 1999)

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Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, January 4 , 2000
(Approved as amended January 19, 2000)

The San Francisco Public Library Commission held a regular meeting on Tuesday, January 4, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:36 PM by President Llorente.

The following members were noted present: President Llorente, Commissioners Chin, Higueras, Llorente, and Swig.

Commissioner Steiman was noted excused attendance.

Commissioner Coulter joined the meeting at 5:42PM.

President Llorente indicated that item #1 on the agenda, the Election of Commission Officers for 2000 would be deferred until after the City Librarian's Report in order to allow additional Commissioners to participate.

APPROVAL OF MINUTES of the regular meeting of December 7, 1999.

Public Comment: An anonymous member of the public criticized the accuracy and intelligibility of the reporting of previous comments in the Minutes concerning the Library's presentations on Prop. E Hours. The anonymous member of the public also mentioned that a summary statement as authorized by San Francisco Administrative Code section 67.16 would be submitted. Mr. Peter Warfield noted that he had not expressed skepticism concerning the reality of problems at the Chinatown Branch as reported but concern regarding the information presented demonstrating the problem to be addressed, criticized that the Minutes do not clearly report his point that although the Library's budget has increased neither the hours nor the book budget had increased in comparable measure, and further noted that the Deputy City Librarian had said there would be no fiscal impact resulting from the restoration of two hours and that he had requested consideration of the addition of more "free" hours.

MOTION: approval of the Minutes of the special meeting of December 7, 1999 as amended was moved by Commissioner Chin, seconded by Commissioner Coulter.

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Vice President Higueras requested that the Commission Secretary review the recording of the meeting and if appropriate clarify the approved the Minutes regarding the issues raised by members of the public.

President Llorente called attention to the option offered to speakers by the recently enacted revisions to the San Francisco Sunshine Ordinance for the submission of public comment summary statements.

ACTION: 5-0 Aye (Chin, Coulter, Higueras, Llorente, and Swig)

CITY LIBRARIAN'S REPORT

Deputy City Librarian, Ms. Hildreth reported no new information concerning City Librarian Regina Minudri. The Deputy City Librarian suggested that the Commission consider calling a special meeting for Wednesday, January 19, 2000 to address issues involving the Library budget and the draft Friends and Foundation Memorandum of Understanding (MOU). Ms. Hildreth informed the Commission concerning a matter which arose after the meeting agenda had been posted that it would be necessary to temporarily close the Eureka Valley/Harvey Milk Branch from January 6 until January 31, 2000 in order to replace the roof and repair water damage due to leaks. She noted that if the project is completed earlier the branch will be re-opened earlier.

Public comment: none offered

In response to a question by Commissioner Chin concerning possible problems with rainy weather during this project, Library Facilities and Operations Manager Rich Walsh, reported that no serious weather related difficulties were anticipated.

ELECTION OF COMMISSION OFFICERS FOR 2000

President Llorente noted his nomination and that of Vice President Higueras to continue to serve as Commission President and Vice President during 2000 and asked if there were any other nominations. No other nominations were offered

Public comment: An anonymous member of the public discussed the implications of the legal doctrine of ratification and the implications of increase in litigation by the anonymous member of the public against the Commission during President Llorente's term in office, and referred to an editorial in the San Francisco Independent suggesting that the Commission choose another candidate for President. Mr. Peter Warfield suggested that candidates for Commission office speak about their views of how the Commission might operate during the coming year given accusations concerning its responsiveness to the public raised in an editorial in the San Francisco Independent.

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Public comment: a public comment summary statement as authorized by San Francisco Administrative Code section 67.16 was submitted.

MOTION: Election of Commissioner Llorente as President of the Library Commission for 20000.

ACTION: 5-0 Aye (Chin, Coulter, Higueras, Llorente, and Swig).

MOTION: Election of Commissioner Higueras as Vice President of the Library Commission for 20000.

ACTION: 5-0 Aye (Chin, Coulter, Higueras, Llorente, and Swig).

OCEAN VIEW BRANCH CONSTRUCTION REPORT

Mr. Edgar Lopez, Bureau of Architecture, DPW gave the Commissioners his monthly update report on the construction of the new Ocean View Branch Library. Mr. Lopez provided details of recent progress with the project. He noted no new change orders were entertained during December, but that those previously mentioned were still under negotiation with the contractor. He again informed the Commissioners that the project was four weeks behind schedule and discussed the efforts made, so far unsuccessfully, to make up lost time. Mr. Lopez suggested that April 28, 2000 was the likely completion date. Mr. Lopez presented four slides illustrating the work completed to date.

Public comment: none offered

In response to questions by President Llorente, Mr. Lopez further described details of the facility and aspects of the proposed plan for the completed building. Responding to Vice President Higueras, Mr. Lopez discussed issues involved in making up the time lost in the building schedule and possible contract damages issues that could arise from this situation. He promised that the Library would be actively involved in any decision - making process regarding assessment of damages under the contract. Library Facilities and Operations Manager Rich Walsh informed the Commissioners that a one month construction completion delay should have no significant impact or cost beyond an additional month's rental payment of $600 for the month-to-month rental location currently used as the branch library. He anticipated that the move-in to the new building could be rapidly accomplished.

POST OCCUPANCY EVALUATION REPORT

Deputy City Librarian Susan Hildreth explained that the final report had not yet be received but would be available by January 10, 2000. Vice President Higueras observed

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that it was his expectation that the Commission would hold a special meeting to discuss the complete Post Occupancy Evaluation (POE) report in mid-February. Ms. Cynthia Ripley introduced Ms. Florence Mason, noted the work of Los Angeles City Librarian Susan Kent, and pointed out Mr. Scott Lewis, of Oppenheim-Lewis, who had a role in the original library project, as the project's cost consultant. She then discussed aspects of the Executive Summary of the final Report of the Post Occupancy Evaluation (POE) of the Main Library. She noted that the principle difference of this presentation from previous presentations was the inclusion of projected cost figures associated with various concept proposals in the report. Ms. Ripley mentioned inclusion of comments gathered during the process in volume II of the Report. She outlined the schedule of work since they were selection to conduct the evaluation. Ms. Ripley discussed the perimeters that the team had set to frame their conduct of the survey. She noted that this study was conceived as setting as baseline for future planning rather than a retrospective review of the process that created the building. It was pointed out that all libraries grow and change throughout their history and that the local of the Main Library on Civic Center plaza dictated many aspects of its design. Ms. Ripley emphasized that identifying potential improvements in public service was a primary goal of their work. Meeting the needs of the existing collection and identifying ways for future expansion of it, improving patron access to materials and services, and improving back house facilities with an eye toward improving public services were described as principle points of emphasis in conducting the review. Ms. Ripley discussed the importance of the ultimate creation of a Master plan that would guide and focus efforts to meet the service goals of the entire library system. The relocation system-wide service functions to other locations was cites as a way to improve the ability of the Main Library to more fully meet its functions.

Ms. Florence Mason discussed various aspects of how the team went about examining the problems and issues needing to be addressed. She noted it was found that the building does not properly house the existing collection nor was their sufficient room for its expansion. The legibility or way finding system in the building was identified as a problem, with associated issues in locating materials involving the online catalog. Many survey respondents indicated problems in using the Main Library. Staff problems in processing materials from return to reshelving to the public, damage to materials caused by existing book return and transfer processes, and overcrowding and inefficient space in Tech Services were reported among identified problems. Some key facility management issues such as public restrooms, AV systems, and loading dock functions were pointed out as in need of remedy. Ms. Mason identified as a linchpin recommendation in their work as the recommended use of Brooks Hall to resolve the principle space problems, to expedite provision of direct service to the public, and to make possible reconfiguration of spaces within the main Library. Suggested uses for Brooks Hall were next outlined. Ms.

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Mason then discussed a floor by floor review of the conceptual re-organization of the building to maximize space available for direct public services. She suggested that with these changes a significant increase in open shelving could be created. Ms. Mason also discussed aspects of how relocation of some current Main Library activities to either off-site locations or to Brook Hall could facilitate improved public services through the building. Improvements in the online catalog were identified as important to future improvement in overall public service. Ms. Mason also suggested that increased staffing, especially support staff, was a major component in providing better public service.

Ms. Ripley noted that projected cost figures prepared by Mr. Lewis were associated with each recommendation and would merit detailed study. She then re-emphasized that use of Brook Hall and the reconfiguration of areas on the First and Second Floor were vital components in their recommendations for the most immediate improvements in service. She emphasized that how these recommendations were to be implemented was a decision that was up to the Library to choose. Problems with the current use of compact shelving were noted. She again outlined some back of house services proposals. Ms. Ripley then presented slide views of the floor by floor conceptual proposal diagrams. She strongly emphasized that these were not plans, but merely conceptual proposals for reorganization of space on each floor. She next described in some detail of various aspects of the conceptual proposals for each floor. She emphasized that the conceptual diagrams should not be taken literally, that they were intended only as a general tool to identify solutions to identified problems and to frame cost estimates. Recommendations concerning use of Brooks Hall to meet various public and back of house service needs were next outlined in some detail. Ms. Ripley concluded her presentation by noting that the as the Main Library was a complex building and in the normal course of events continual maintenance and changes in the building will most certainly be required and in view of that the Library's lack appropriate resources and professional training for its own in house facilities management and development staff will become more and more problematic and is vital that this lack be remedied. Determining the proper role of the Main Library within the overall library system was reported as essential to addressing the work of the entire system.

Public comment: Mr. Wayne Sherman strongly objected to what he believed to be plans to relocate the Library for the Blind and Print Handicapped. He also spoke concerning the special needs of those with impaired vision, a perceived lack of involvement of those with impaired vision in POE surveys, a lack of availability of POE documents in appropriate format, and complained of insufficient opportunity to ask

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questions and comment on the proposal. Deputy City Attorney Adine Varah noted that the Sunshine Ordinance, as amended by Proposition G of the November 1999 election (Sunshine Ordinance Amendments effective 1/1/00), requires that time limits shall be applied uniformly to members of the public wishing to testify when public comment time is allowed. Deputy City Attorney Adine Varah also noted that there was an additional opportunity for public comment later in the agenda. Ms. Nicolette Noyes read a statement objecting to perceived plans to relocate the Library for the Blind and suggested alternative changes she believed preferable to disrupting the currently desirable facilities. She further decried potential problems any relocation of this facility to a lower level of the building would pose for her disabled father. Ms. Winifred Downing, President of the Advisory Committee for the Library for the Blind and Print Handicapped read from a letter authorized by her committee, which she had sent to the Deputy City Librarian and the President of the Library Commission raising detailed objections to reported plans to relocate the facility. She in particular strongly requested that her committee be directly involved in any proposed changes in the services or facilities currently available to disabled patrons at the Main Library. Mr. Patrick Blernary strongly objected to the reported relocation of Library for the Blind and Print Handicapped and declared his determination to resist its implementation. Ms. Cathy Bremer of the Librarian's Guild raised concerns involving staff ergonomic concerns, and claimed insufficient level of staffing, the suggested refusal to consider fundamental changes in the architectural arrangement of the building, the perceived influence of a public/private partnership in determining use of the Main Library resulting in lack of space for the collection, and issues of staff concern with the closed nature of the building. An anonymous member of the public expressed concern that if additional public comment time was allowed that the anonymous member of the public would expect to be allowed additional time for comment It was additionally mentioned that the final POE report had not been available on December 20, 1999 as promised, that public records requests for additional information concerning the background data underlying the report and communications between the consultants and the library had not been fully met, that reported critics of the Main Library had not been identified, and that the focus of the previous Library Commission on getting the building underway and completed on schedule led them label as critics those whose comment might have produced a more functional facility (a public comment summary statement as authorized by San Francisco Administrative Code section 67.16 was submitted). Ms. Marty Gottard, Library Access Services Manager, noted that many of the areas discussed as non-public space are public service areas and detailed her concerns in favor of maintaining existing public services in those areas. Mr. Peter Warfield described the entire process used in developing the POE as closed, expressing belief that only those invited to participate had a voice in developing the report. He further complained about remarks that pending completion of the POE process

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that no action would be taken to address the immediate need to correct situations that caused damage to books and expressed concern with many costs not being included in the final report. Dr. Gray Brechin, commended the POE team for identifying the problems of what he described as a "bad" building that in his view was irreparable. He promised to return to comment further at the next discussion of the report.

President Llorente requested that Ms. Ripley respond to the concerns about the perceived proposal to relocate the Library for the Blind and Print Handicapped. Ms. Ripley strongly stated that the proposals were diagrammatic, focused on making space available and not for specific program space reallocations. She stated that there was no specific imperative to relocate the Library for the Blind and Print Handicapped and that the points raised in public comment were well taken. Ms. Ripley responded that she could not provide President Llorente a detailed answer regarding any specific impact of retaining the existing Library for the Blind at the meeting. She pointed out that the purpose of their proposals was to facilitate improved public service not simply displace functional existing services. Ms. Mason agreed that any proposed space changes were subject to extensive Library consideration and adjustment where specific program needs were concerned. Regarding problems with the book drop and conveyer system, Chief of the Main, Ned Himmel reported on steps which had already been taken to ameliorate damage to books being processed. However; He noted that some problems still remained to be resolved. Responding to a question by President Llorente regarding the involvement of the union, Ms. Ripley described in some detail the process and perimeters the team used in gathering input during the research phase of their work. She noted that the principle upon which the work rested was to approach questions and issues solely as outside consultants with a focus on the address existing building as it is, how it functioned or not, and how it could be improved. She observed that the creditability of the report rested on their professional reputations as experts. Ms Mason further detailed a step by step "peeling an onion" approach which the team used to address technical issues with the assistance of experts in the various areas being reviewed. President Llorente observed that this discussion was but the first in a long process of consideration of the POE.
Deputy City Librarian Susan Hildreth reported in response to questions that the full final POE Report would be available on January 10, 2000, and would be available for review at the Library Commission Office, the City Librarian's Office, and as quickly as possible thereafter at branch libraries and the Main Library Government Information Center on the 5th Floor.

STRATEGIC PLAN

Deputy City Librarian Susan Hildreth presented a detailed discussion of the various stages in the development of the draft strategic Plan dated 12/28/99 that she

proposed that the Commission adopt. She noted that the Strategic Plan brought to the Commission for approval omitted the details of the various changeable measures staff suggested could be used to carry out the directions set in the plan. She commented that these measures were available for examination by interested members of the public. Ms. Hildreth reported that the proposed Strategic Plan had been posted on the Library's website and copies were available at branch libraries. She described issues raised by retired librarian Jack Coll regarding replacement of both current and antiquarian materials in the collection in the only public comment letter received on the plan. Ms. Hildreth also noted Mr. Coll's suggestion of creation of a five year plan to rehabilitate existing collections. The Deputy City Librarian informed the Commissioners that in response to suggestions by Commissioner Chin and Swig Library Direction #3 had been modified to include increased literacy and homework support.

Commissioner Coulter left the meeting at 8:10 PM and returned at 8:13PM

Public comment: An anonymous member of the public criticized the existence of various versions of the draft Strategic Plan, suggested that without the inclusion of specific measures, the substance of the plan, that the Commission would be approving nothing beyond fine words and leaving staff free to modify or change completely the plan without input by the Library Commission or the public. This was described as failing their duty to represent the public. (a public comment summary statement as authorized by San Francisco Administrative Code section 67.16 was submitted) Mr. Peter Warfield complained concerning the confusion resulting from the existence of five versions of the Strategic Plan with many similar details masking great differences. He further noted difficulties in his efforts to obtain copies of the different plans from the Commission Secretary or the City Librarian's Office. Mr. Warfield additionally expressed his view that only those invited had any input into the development of the proposed Strategic Plan.

Commissioner Coulter commented that the proposed plan was very specific in parts and general in others, but was insufficiently detailed. He referred to the previous Strategic Plan as a more detailed, clear, guide to setting out specific steps for the Library to undertake. He expressed his view that the materials offered for discussion at the Strategic Plan hearings he participated in were vague and non-specific and that the responses received was vague as well. Commissioner Coulter stated that he felt the plan needed more work to make it a clear statement of the Commission's and priorities for the Library. President Llorente expressed concern that the process used to resulted in too general a statement. He noted that this plan was not based on the Commission's previous strategic plan. He observed that he too felt that while the principles expressed in the plan were admirable, it needed more specific details regarding how to achieve Library goals

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President Llorente also questioned inclusion of language related to the proposed tool lending library. Ms. Hildreth suggested that the Commission might approve the proposed plan considering it as a vision/priorities document and framework for future action. She noted that staff had planned to use the proposed Strategic Plan in conjunction with development of the 2000/2001 Library Budget. The Deputy City Librarian further noted that both this plan and the 1991 Strategic Plan shared many common premises. Commissioner Swig agreed that while the plan offered many wonderful statements, it provided few steps in how they could be accomplished. Vice President Higueras noted that in his view strategic plans identified a specific scope of work to be accomplished during a set time frame. He suggested that the Commission might approve the proposed plan, but only as a framework and that additional guidelines were needed. Commissioner Chin remarked that effective planning required clear foundation of set guidelines and that in her view the proposed plan mixed a lot of concepts not producing a clear strategic plan. She noted she would be uncomfortable in approving this plan. Ms. Hildreth responded to the Commissioner's comments noting that the proposed plan, based on the American Library Association's "Planning for Results" model, had also taken steps not included in the 1991 Strategic Plan to identify values which guide the choices made in providing library services. It was a consensus of the Commission that more specific measures to carry out the proposed Library Directions were needed. President Llorente requested staff to fill in more details of how the needs of primary library service area would be addressed in an approve strategic plan. The Deputy City Librarian committed to circulate the measures proposed to the Commission and members of the public and redraft the plan to include specific measures in response to the Commission's concerns. President Llorente tabled consideration of the proposed Strategic Plan to a future meeting, calling it a good beginning, but needing more detailed measures.

Vice President Higueras left the meeting at 8:28PM and returned at 8:33PM.

LABOR UNION REPORT
none offered

NEW BUSINESS
None offered

PUBLIC COMMENT
An anonymous member of the public noting these remarks were a continuation of previous comments concerning the Prop. E/Strategic Planning meetings observed that the Commission should adopt a strategic plan based on truth. It was further noted that as the calendar indicated a Millennium change, it could be seen as an opportunity for

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renewal and healing through truth. Additionally, it was pointed out that the Commission's change in practice of taking public comment prior to reaching decisions was an improvement but that the Commission should admit that it had responded to litigation by the anonymous member of the public and changed the manner in which it conducted the Prop. E Hearings rather than maintaining that it had made the right decision in the first place. (a public comment summary statement as authorized by San Francisco administrative Code section 67.16 was submitted). Mr. Peter Warfield noted that in contrast to his usual practice of adhering to Roberts' (Rules of Order) dictum not to name names, commended the Commissioners by name for their discussion on the proposed Strategic Plan.

ADJOURNMENT

MOTION: by Vice President Higueras, 2nd Commissioner Chin

Public comment: none offered

ACTION: 5-0 Aye (Chin, Coulter, Higueras, Llorente, and Swig)

The meeting was adjourned at 8:40PM

Michael Housh, Library Commission Secretary 1/18/00

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and are neither generated by, nor is their content subject to approval by, the San Francisco Public Library Commission.

Minutes of the Regular Commission Meeting
of January 4, 2000

Appendix A

The Public Comment Summary Statements included in these draft Minutes are authorized by San Francisco Administrative Code Section 67.16. .

These summary statements are provided by the speaker and are neither generated by, nor is their content subject to approval by, the San Francisco Public Library Commission.

Minutes of the Regular Commission Meeting of January 4, 2000

Appendix A

Public Comment Summary Statement as authorized by San Francisco Administrative Code Section 67.16. These summary statements are provided by the speaker and are neither generated by, nor is their content subject to approval by, the Public Library Commission.

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission, January 4, 2000
Item No. 1. Election of Commission 2000 Officers

Summary under San Francisco Administrative Code Section 67.16
for Inclusion in the Minutes

(The speaker reacted to a "heavy sigh" from a Commissioner with a "heavy sigh" of his own.)

The deputy city attorney can advise you on "ratification," a legal doctrine which states that reaffirming the relationship of an agent implies taking responsibility for his actions.

The actions of President Llorente stands in stark contrast to the actions of his immediate predecessor, Commissioner Higueras. Mr. Higueras had only one lawsuit during his tenure, and that was provoked in his absence with an action contrary to his past practice.

Today's Independent has an editorial which ties the past undemocratic actions of this commission with the deficiencies identified in the Post Occupancy Evaluation.

I would urge this commission to take a very close look at the nature of Mr. Llorente's plethora of lawsuits, decide whether you really wish to ratify those actions, and find someone other than Mr. Llorente to serve as your president.

Word Count: 150

Minutes of the Regular Commission Meeting of January 4, 2000

Appendix A

Public Comment Summary Statement as authorized by San Francisco Administrative Code Section 67.16. These summary statements are provided by the speaker and are neither generated by, nor is their content subject to approval by, the Public Library Commission.

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission, January 4, 2000
Item No. 2. Approval of the Minutes

Summary under San Francisco Administrative Code Section 67.16
for Inclusion in the Minutes

The Library promulgated lists of Proposition E hours that were misleading. The repeated refusal of the Library Commission to note this criticism in the minutes is very disturbing.

The online version of the minutes contains no apostrophes or quotation marks.

"APPROVAL OF THE MINUTES" contains, "An anonymous member of the public . . . criticized reported comments." It was the minutes that were criticized, not reported comments. The criticism was that both the Proposition E hours and the minutes were "misleading," not inaccurate.

On page three, "An anonymous member of the public noted that the issue before the Commission resulted from a lengthily process of hearings and including litigation against the library concerning that had been brought . . . ." This is so ungrammatical as to boggle the mind.

The next sentence says "[A]nonymous member of the public challenged the numbers of (public service) hours . . . ." What was challenged was the inclusion of non-public service hours.

Word Count: 150

Minutes of the Regular Commission Meeting of January 4, 2000

Appendix A

Public Comment Summary Statement as authorized by San Francisco Administrative Code Section 67.16. These summary statements are provided by the speaker and are neither generated by, nor is their content subject to approval by, the Public Library Commission.

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission, January 4, 2000
Item No. 5. Post Occupancy Evaluation Report

Summary under San Francisco Administrative Code Section 67.16
for Inclusion in the Minutes

All that was available from the Library Administration under a Public Records request for drafts of the full report or memoranda and correspondence related to dollar amounts or shelving figures was this Executive Summary. This response has very low credibility.

The consultants who prepared this report state that they remained independent of the critics. Who are they talking about?

This amazing building was "On schedule, On budget and On Program" from the day it was conceived until the day it opened. The Commission jokingly referred to it as their "mantra": "On schedule, On budget and On Program." In the same way that people were called "process junkies," there were no process junkies. There were only people who believed in democracy and thought it mattered. So, people were called "critics." There were no critics. There were only people who knew the truth and thought it mattered.

Word Count: 145

Minutes of the Regular Commission Meeting of January 4, 2000

Appendix A

Public Comment Summary Statement as authorized by San Francisco Administrative Code Section 67.16. These summary statements are provided by the speaker and are neither generated by, nor is their content subject to approval by, the Public Library Commission.

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission, January 4, 2000
Item No. 6. Strategic Plan

Summary under San Francisco Administrative Code Section 67.16
for Inclusion in the Minutes

This Commission has been asked to approve the shorter version of this plan. The additions to create the longer version are called "measures." Those additions are not measures, they are definitions.

It is a betrayal of your obligation to the public not to consider, take public comment on and then pass the measures. Without the measures it is just a bunch of generalized, meaningless phrases, like "diversity" and "lifelong love of reading."

Now we are to understand that the "definitions" are subject to modification by the staff without consulting the Commission. This is not consistent with the obligation of this Commission to protect the interests of the public.

Word Count: 108

Minutes of the Regular Commission Meeting of January 4, 2000

Appendix A

Public Comment Summary Statement as authorized by San Francisco Administrative Code Section 67.16. These summary statements are provided by the speaker and are neither generated by, nor is their content subject to approval by, the Public Library Commission.

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission, January 4, 2000
Item No. 9. Public Comment

Summary under San Francisco Administrative Code Section 67.16
for Inclusion in the Minutes

This Commission, in its discussion of the Strategic Plan, asked what to base it on. I have a suggestion: The truth.

This not the millennium. That is next year. Still, our calendar has clicked over and it might be taken as opportunity to make a fresh start and clear the air. There is only one thing that heals all wounds and that is the truth.

A good example would be the lawsuit on the Proposition E hearings. Following a lawsuit the original hearings were terminated and then reconstituted. This Commission should not now claim that you were right in the first place, as you have so often in the past. It may involve a few moments of embarrassment, but in the long run this Commission will benefit from a policy of following the truth.

Word Count: 134

City and County of San Francisco

Willie Lewis Brown, Jr., Mayor
Mark A. Primeau, AIA, Director

(415) 557-4700
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http://www.sfdpw.com

Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102-6020

Tara D. Lamont, AIA, Bureau Manager

OCEAN VIEW BRANCH LIBRARY

UPDATE REPORT (December 1999)

General Contractor:	Pacific Engineering Builders Inc.
Start Date;	March 29, 1999
Original contract time:	365 calendar days
Extension granted:	0
Original completion date:	March 28, 2000
Revised completion date:	March 28, 2000
Anticipated completion date:	**April 28, 2000**
Contract amount:	$ 1,259,177
Approved Change Orders:	$ 17,049
Percentage of completion as of Dec. 30	65%

Construction Progress/Issues

- Roof installation in progress.
- Steel stud framing substantially complete.
- Installation of mechanical and electrical systems in progress.
- Elevator shaft installation in progress

Construction Schedule

- Work is five to six weeks off the original contract schedule. The contractor has produced a recovery schedule, which shortens the delay to four weeks.

- Work to be performed within the next two weeks includes:
  Continue installation of mechanical and electrical systems;
  Complete the roof installation;
  Begin exterior stucco.

DOCUMENTS DEPT.

JAN 1 4 2000

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

9/2000

The special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

DATE: **Wednesday, January 19, 2000** **Note Change of Day**
TIME: **5:30 PM**
PLACE: **Koret Auditorium**
Main Library, lower level

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A
Vice President

Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Marian W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

The meeting will be called to order

AGENDA*: **

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: City Librarian, Regina Minudri **ACTION**

Closed Session. Pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) evaluation of the City Librarian, Regina Minudri's performance and employment.

Open Session. Reconvene in open session and, pursuant to San Francisco Administrative Code Section 67.12(a): motion and vote to disclose any or all of the information discussed in the closed session evaluation of City Librarian Regina Minudri.

2. APPROVAL OF THE MINUTES **ACTION**

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of January 4, 2000.
Explanatory document: draft minutes

3. CITY LIBRARIAN'S REPORT **DISCUSSION**

by Deputy City Librarian Susan Hildreth
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of: a Main Library re-carpeting update and a request to schedule a special meeting on the Post Occupancy Evaluation to be held on February 16, 2000.

4. FRIENDS AND FOUNDATION MOU **DISCUSSION**

Presentation and discussion of a proposed Memorandum of Understanding (MOU) between the Friends and Foundation of the San Francisco Public Library and the Library and a proposed recommendation for Board of Supervisors approval of the MOU.
Explanatory documents: draft MOU Friends and Foundation, MOU summary-key changes.

5. LIBRARY BRANCH FACILITIES REPORT **DISCUSSION**
Presentation on, and discussion of, the status of and proposals related to branch libraries located in non-city owned facilities.
Explanatory document: Report on priorities for branch libraries in leased facilities

6. LIBRARY BUDGET WORKSHOP **DISCUSSION**
Presentation on, and discussion of, proposals for the 2000-2001 Library Budget; including budget processes, administrative procedures, and finance issues by Library Finance Director George Nichols.
Explanatory document: Library Budget update report

7. UNION REPORT
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

8. NEW BUSINESS
(This item is to allow Commissioners to introduce new agenda items for future consideration.)

9. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

10. ADJOURNMENT (requires motion and public comment) **ACTION**

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

****Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.**

1/14/00 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Rachel Arnstine O'Hara, Clerk, the Sunshine Ordinance Task Force, City Hall, Room 362 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or at 415/554-6171 ph. 415/554-6177 FAX and website at Rachel_ArnstineO'Hara@ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/12/00

FRIENDS/FOUNDATION MEMORANDUM OF UNDERSTANDING
KEY CHANGES

DOCUMENT

Previous versions of the Friends and Foundation MOU's which expired on June 30, 1999, have been combined and streamlined wherever possible. Most appropriate and useful language from each document has been culled and used in the proposed version.

TERM

Proposed term is five years; previous terms for both documents were three years.

REQUIRED SUPPORT

Proposed support level is $200,000 annually, not including capital campaigns and special projects. Previously was $50,000 from the Friends and $300,000 from Foundation, although each year support has exceeded these amounts.

ACCEPTANCE OF GIFTS BY CITY

MOU approval by Board of Supervisors authorizes Library to accept and expend all gifts through term of MOU without requiring further action by Board. An ordinance authorizing this authority was to have been sought after the previous MOU's were approved but was never completed.

LEASE OF SPACE

Proposed cost of space occupied by Friends/Foundation is $90,000 annually or ($30/square foot), the market rate for fully-serviced space in Civic Center. The annual support level will never be less than the value of the leased space, which will be evaluated annually. Previously, the estimated annual value of space Friends occupied in the Main Library was $15,948. The Foundation paid the Library $21,600 annually for space occupied in the Main Library. Friends/Foundation will consolidate and move to offices on 6th floor in Spring 2000.

GIFT STORE SPACE/LOCATION

Proposed language combines office and gift store space. Previously, language regarding the gift store was separate in Friends MOU. Friends/Foundation is anticipating relocating gift store to a kiosk at Grove St. Entrance; and this is included in proposed version.

EVENT MANAGEMENT

Friends/Foundation continues to provide this service for Library for 1999/2000, which Foundation previously provided. Payment for 1999/2000 is $60,000, previously was $100,000 annually. It is anticipated that this function will no longer be performed by Friends/Foundation in 2000/2001 or will be renegotiated and MOU reflects this situation.

POSSESSORY INTEREST TAXES

Proposed language contains modifications as suggested by City Attorney.

01/14/00 DRAFT

MEMORANDUM OF UNDERSTANDING
(San Francisco Public Library/Friends and Foundation)

THIS MEMORANDUM OF UNDERSTANDING ("MOU"), dated as of July 1, 1999, is by and between the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City"), acting by and through the San Francisco Public Library Commission ("Commission"), and the FRIENDS AND FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY, a California non-profit public benefit corporation ("Friends and Foundation").

RECITAL OF FACTS AND CIRCUMSTANCES.
This MOU is made with reference to the following facts and circumstances:

A. The City's Main Library building (the "Building") is in the Civic Center. The Commission has jurisdiction over the Building and is responsible for its operation. The Building, consists of a total of approximately 387,000 square feet, and includes, among other facilities, space for offices and a gift store.

B. The Friends and Foundation is a non-profit 501(c)(3) corporation devoted to: (i) assisting in the development of the San Francisco Public Library, which is a City department currently consisting of the Main Library and 26 branch libraries (the "Library") whereby the Library might develop further into one of the truly fine public libraries in the Nation, meet national library standards as set forth by the American Library Association, and fulfill its literary and educational purpose; (ii) consulting with, procuring the aid and cooperation of, and making recommendations and suggestions to the Library Commission, Board of Supervisors, the Mayor, and other boards, commissions and authorities having jurisdiction over library matters for the continued betterment of the San Francisco Public Library; (iii) encouraging gifts of rare, expensive, and other goods, properties and materials which the Library would not otherwise be able to secure; and (iv) promoting the public use of the Library and appreciation of its value as a cultural and educational asset to the community and encouraging related activities which will enhance the Library's position in the community.

C. The Friends of the San Francisco Public Library (the "Friends") has been operating under an MOU with City and County of San Francisco dated February 23, 1996, in which it has been providing the San Francisco Public Library with supplemental funding for particular Library projects. These funding grants enhance Library services, programs, materials and capital projects but are not intended to replace funding the City traditionally provides to the San Francisco Public Library.

D. On July 1, 1999, the Friends merged with the Library Foundation of San Francisco ("Foundation"). The Foundation had been operating under an MOU with the City and County of San Francisco, dated May 2, 1996, which terminated on June 30, 1999, the date the Foundation ceased to exist. The Foundation had also been operating under an Events Management Agreement dated September 30, 1996 (the "Events Management Agreement") with the City. Under the Events Management Agreement, the Foundation provided services for the marketing and management of the event space in the Building for meetings, lectures, receptions, private functions and other events after the Building's public hours. The Events Management Agreement, as extended, also terminated on June 30, 1999. The merged organizations continue operation under the name of the Friends and Foundation of the San Francisco Public Library. The Friends and Foundation is willing to continue providing supplemental funding to the San Francisco Public Library.

E. In connection with such funding assurance, the Friends and Foundation will lease certain space in the Building and will provide marketing and events management services for certain space in the Building. Specifically, the Friends and Foundation will lease office space in the Building for Library-related purposes, lease and operate the gift store and provide marketing and events management services for revenue-producing receptions, lectures and other special events. The marketing and events management services function shall terminate as of June 30, 2000, unless the events management agreement is either terminated at an earlier date, or extended for a period of up to one (1) year, to June 30, 2001, in accordance with the requirements set forth under Section 3.2 *(Agreement for Marketing and Events Management - Term)* of this MOU. All other functions and services will continue until terminated under the terms of this agreement.

F. The City is willing to agree to such leases and events management agreement in the Building and has determined that such leases are in the public interest by (i) enabling the Friends and Foundation to continue to perform services in furtherance of the public purposes of the San Francisco Public Library, (ii) facilitating the Friends and Foundation's efforts to raise private funds to help augment City funding for Library Department projects and (iii) generating revenues for the Library from uses of the Building that are consistent with the public purposes for which the City constructed the Building.

G. The City and the Friends and Foundation desire to set forth their understanding of the essential terms and conditions upon which they are willing to proceed with such transactions and assurances, and to express their mutual support for the endeavors described herein.

H. This MOU terminates and supercedes all prior MOU's between the City and the Friends of the San Francisco Public Library and the Library Foundation of San Francisco.

ACCORDINGLY, the City and the Friends and Foundation agree and express their intent

to act and cooperate as follows:

1. SUPPLEMENTAL FUNDING

1.1. Annual Supplemental Funding by Friends and Foundation. The Friends and Foundation shall raise and expend private funds for the San Francisco Public Library for the purpose of enhancing City funding for particular programs, operations and services of the San Francisco Public Library. Specifically, the Friends and Foundation pledges to raise and expend at least $200,000 annually ("annual supplemental funding") in support of the Library over the term of this MOU. However, in no event shall the annual supplemental funding equal less than the combined fair market rental value of the leases for the office space and gift store space described in Section 2 of this MOU *(Leased Space)* for the same period as recommended by the Department of Real Estate (Civic Center rental rates as of December 6, 1999 are attached as Exhibit C). Such annual supplemental funding shall be in addition to any expenses paid by the Friends and Foundation for remodeling and renovating the space on the second floor of the Building currently used as office and gift store space by the Friends and Foundation. Such annual supplemental funding shall also be in addition to any funds raised by the Friends and Foundation through capital campaigns and fundraising for special projects. Furthermore, such annual supplemental funding shall also be in addition to the rent required under Section 2.1.3 *(Rent)*. Such fundraising by the Friends and Foundation is intended to enhance the San Francisco Public Library and not to replace traditional sources or levels of City funding. If the Friends and Foundation do not satisfy the requirements of this Section, the City shall have the right to terminate either or both of the office and gift store leases described in Section 2 *(Leased Space)* of this MOU. The annual supplemental funding from the Friends and Foundation shall be utilized by the Library for purposes consistent with the mission of the Friends and Foundation, as described in Recital Paragraph B on page 1 of this MOU. The Friends and Foundation shall make such funds available to the Library Department in accordance with the process set forth below.

1.1.1. Term of Assurance. This MOU shall become effective upon full execution and delivery hereof and approval of this MOU by the City's Board of Supervisors and Mayor and shall expire on June 30, 2005, except to the extent the Events Management Agreement entered into under this MOU provides otherwise, in accordance with Section 3.2. *(Agreement for Marketing and Events Management- Term)*. The term of the MOU shall continue after June 30, 2005 on a year-to-year basis, subject to the right of the Friends and Foundation and the City to terminate the MOU upon not less than 90 days' advance written notice to the other party.

1.1.2. Library Proposal for Supplemental Funding. On or before February 15 of each year during the term of this MOU, the City Librarian or his or her designee (hereinafter collectively referred to throughout this MOU as the "City Librarian") shall develop and furnish to

the Friends and Foundation a written proposal for use of the annual supplemental funding for anticipated programs (including operations, services, capital projects, purchases of fixtures, furnishings, and equipment, and other activities). The City Librarian shall use his or her best efforts to develop such proposal in consultation with the Friends and Foundation.

1.1.3. Friends and Foundation Review of Proposal. As soon as practicable after receipt of the proposal from the City Librarian, but in no event later than April 30 of each year, the Friends and Foundation shall complete its review of the proposal. The purpose of the review shall be to notify the City Librarian of which programs in the proposal the Friends and Foundation is willing to consider funding as part of its annual budget, consistent with the Friends and Foundation's mission.

1.1.4. Notice of Determination. The Friends and Foundation shall, as soon as possible but no later than June 30 of each year, notify the City Librarian in writing of the Friends and Foundation's determination of which programs it is willing to fund and any special conditions to funding. The Friends and Foundation may agree to fund less than the full amount requested in the Library proposal. To the extent that the Friends and Foundation elect not to fund certain projects contained in the proposal or to fund less than the amount requested by the City Librarian, the notice of determination shall include a summary of the reasons for such determination and, if appropriate, a statement of how the City Librarian could modify the proposal to obtain funding. The Friends and Foundation may, in its discretion, approve modified or additional proposals at any time.

1.1.5. Friends and Foundation Funding Commitment. The Friends and Foundation's approval of supplemental funding in the notice of determination shall be based on then existing cash and other assets held by the Friends and Foundation. Such approval shall constitute a binding commitment, and shall not be subject to the subsequent ability of the Friends and Foundation to obtain additional cash or other assets to partially or fully cover the approved supplemental funding. The Friends and Foundation and the City Librarian shall agree on the terms and conditions upon which funds shall be disbursed to pay for approved programs. As a general principle, the Friends and Foundation and the City Librarian shall attempt to agree upon a reasonable payment schedule for each approved project, provided that the City Librarian shall periodically, but not less frequently than quarterly, submit invoices and other documentation of expenditures of Friends and Foundation grants for such project. The Friends and Foundation shall grant such funds to the Library or pay such costs directly to the vendor, as agreed upon by the Friends and Foundation and City Librarian. In the event the Friends and Foundation advances funds to the Library instead of providing monies on a reimbursement basis, the Friends and Foundation shall have the right to audit City records to confirm proper expenditure of such funds.

1.2. Waivers and Extensions of Deadlines. After consultation and mutual agreement between the City Librarian and the Friends and Foundation, any of the deadlines set forth in Sections 1.1 – 1.1.4 *(Supplemental Funding by Friends and Foundation)* above may be extended or postponed.

1.3. Capital Campaigns and Special Fundraising Projects. In addition to raising and expending the annual supplemental funding described in Section 1.1 *(Annual Supplemental Funding)*, the Friends and Foundation shall make a good faith effort to respond to requests made by the City Librarian for special capital campaigns and special fundraising projects to be undertaken by the Friends and Foundation on behalf of the Library.

1.4. Prior Approval by City Librarian of Fundraising Campaign Materials, Capital Campaigns and Special Fundraising Projects. The Friends and Foundation shall obtain the City Librarian's prior approval for all of their respective fundraising campaign materials, which (i) include any reference to the San Francisco Public Library or any of its programs or services, (ii) provide for any acknowledgments or benefits to be proposed or offered by the Friends and Foundation to campaign donors and potential donors which could have any impact on the Building or any other Library branches, property, programs or activities under the Library Commission's jurisdiction, or (iii) otherwise require the City Librarian's approval under Section 1.7 *(Privilege to Use Library Membership List; Approval of Mailings to Members)* below. All capital campaigns and special fundraising projects of the Friends and Foundation on behalf of the Library, as described above in Section 1.3 (*Capital Campaigns and Special Fundraising Projects),* must be approved in advance by the City Librarian, in his or her sole discretion.

1.5. Notice to Library of Terms of Pledges and Gifts. The Friends and Foundation shall provide the City with reasonable advance written notice of the terms and conditions of any proposed pledges or gifts which could (i) affect the Building or any other property, programs or activities under the Library Commission's jurisdiction or (ii) impose financial or other obligations or liabilities on the City. At the request of the Friends and Foundation, the City shall keep the identity of the donor and the terms and conditions of such pledges confidential, subject to applicable law. The City agrees that if it receives a public records request with respect to such information, the City shall use its best efforts to provide notice of such request in advance of making a response, and the City shall assert and defend the confidentiality of such pledge information where there is a basis under the public record laws for such action. The Friends and Foundation shall allow the City to review from time to time, in strictest confidence, the pledges made, subject to the confidentiality provisions of this Section.

1.6. Acceptance of Gifts. Once this MOU is approved by the Board of Supervisors, the City Librarian shall be authorized to accept and expend all gifts from the Friends and Foundation, in the City Librarian's discretion, for Library-related purposes throughout the term of the funding assurances provided for hereunder and to agree to any terms and conditions

imposed with respect to such gifts, except where such conditions involve the expenditure of City funds or the incidence of City obligations that are inconsistent with the City Charter. The City agrees that all funds received from the Friends and Foundation will be held by the City Controller in accordance with the terms and conditions of lawful restrictions imposed by donors on the use of such funds.

1.7. Privilege to Use Library Membership List; Approval of Mailings to Members. The City grants the Friends and Foundation the non-exclusive privilege to use the City's list of members of the San Francisco Public Library solely to solicit donations for the purposes described in Section 1.1 *(Supplemental Funding by Friends and Foundation)* of this MOU. Such privilege shall continue for the full term of the supplemental funding commitment referred to in Section 1.1 *(Supplemental Funding by Friends and Foundation)*, provided that the City Librarian may elect to terminate such privilege if he or she determines that the list has been misused in any way. The City Librarian shall use his or her reasonable efforts to provide the Friends and Foundation with periodic updates of such list from time to time during the term of the supplemental funding commitment. The City Librarian shall have the right to approve, in advance, all mailings, solicitation letters or other written communications or materials that the Friends and Foundation intend to distribute to members of the San Francisco Public Library. The Friends and Foundation shall not send such communications unless approved in advance by the City Librarian.

1.8. Fiscal and Budgetary Provisions. All the terms hereof shall be subject to the City Charter's fiscal and budgetary provisions.

1.9. Funding to San Francisco Public Library. For so long as the Friends and Foundation occupy space in the Building, the Friends and Foundation shall not make gifts of funds or assets to any library other than the San Francisco Public Library unless a specific exception is approved in writing by the City Librarian.

2. LEASED SPACE

2.1. Leases of Office And Gift Store Space to the Friends and Foundation. The Friends and Foundation shall continue on a month-to-month basis occupying the office space described in the Memorandum of Understanding dated February 23, 1996 between the City and the Friends (a description of office space is attached as Exhibit A), under the same terms and conditions as are set forth in that MOU with respect to those premises, until an alternative office space becomes available ("alternative office space"). The Friends and Foundation also shall continue on a month-to-month basis occupying the gift store space described in the Memorandum of Understanding dated February 23, 1996 between the City and the Friends (a description of the gift store space is attached as Exhibit A), under the same terms and conditions as are set forth in that MOU with respect to those premises, until an alternative gift store space or space for a gift store booth or stand ("kiosk") becomes available ("alternative gift store space"), subject to the approval of the City Librarian, in his or her sole discretion. The City, acting through the Department of Real Estate, and the Friends and Foundation shall undertake negotiations to enter into a lease of alternative office space, and a lease of alternative space in the Building for the operation of a gift store, on the following terms and conditions:

2.1.1. Leased Office And Gift Store Premises. The leased premises for alternative office space shall consist of no more than 2686 square feet, and the leased premises for alternative gift store space shall consist of no more than 300 square feet. The location and exact size of the alternative office space and the alternative gift store space each must be approved in writing by the City Librarian.

2.1.2. Terms. The leases for alternative office space and alternative gift store space each shall be for an initial term commencing on a date agreeable to both parties and expiring on June 30, 2005. At the expiration of such initial terms, each such lease may continue on a year-to-year basis. Either party may terminate either lease upon giving the other party not less than 90 days notice prior to the end of the initial term and each lease year, provided that if neither party gives such notice each such lease shall be automatically extended for another year. A lease year shall be based on the City's fiscal year.

2.1.3. Rent. The rent payable by the Friends and Foundation shall be $1 per year for alternative office space, and $1 per year for alternative gift store space.

2.1.4. Fair Market Rental Value of Office Space and Gift Store Space. In order to ensure compliance with Section 1.1 *(Annual Supplemental Funding),* on or before January 1 of each year during the term of this MOU, the City Librarian shall request that the Department of Real Estate provide an updated estimate of the combined fair market rental value of the leases for such office space and gift store space in the Civic Center.

Such updated estimates shall be attached hereto as part of Exhibit C *(Civic Center Rental Rates)*.

2.1.5. Uses of Office Premises. The Friends and Foundation shall use the leased alternative office space for office and administrative purposes related solely to (i) the management of volunteer activities and programs in support of the San Francisco Public Library, (ii) the operation of the gift store in the Building as further provided in this Section 2 *(Leased Space)*, (iii) fundraising for the San Francisco Public Library, (iv) the marketing and management of private receptions and other events and functions at the Building as further provided in Section 3 *(Agreement for Marketing and Events Management)* of this MOU below, and (v) and for such other activities in support of the San Francisco Public Library as are approved by the City Librarian. The Friends and Foundation shall not use those leased premises for any other purpose. In connection with the lease, the Friends and Foundation shall have the right to shared use of a copy room convenient to those leased premises. The Friends and Foundation shall be responsible for negotiating an agreement with the City Librarian for the shared use of such copy room space, including the shared costs of leasing, maintaining and supplying a copier.

2.1.6. Use of Gift Store Premises. The Friends and Foundation shall use the leased alternative gift store space only for the operation of a gift store, selling to the general public goods and other merchandise related to the promotion of the Building, the San Francisco Public Library and the City and County.

2.1.7. Merchandise. The merchandise sold in the gift store shall consist of premium merchandise that promotes the San Francisco Public Library, including, but not limited to, T-shirts, mugs, historic photographs, posters, reading lights, books by San Francisco authors and works by local artists, and donated books. All such merchandise shall be subject to the reasonable approval of the City Librarian. In managing the store and selecting and developing goods for the store, the Friends and Foundation shall cooperate with the City's Chief Administrative Officer and the City Store.

2.1.8. Non-Exclusive License to Use Logos and Other Marks. In connection with the lease of alternative gift store space and for no additional fee or charge, City, in the City Librarian's sole discretion, shall grant the Friends and Foundation a non-exclusive license to use the Library's logo and any other emblems, logos, symbols and designs, trademarks, copyrights or servicemarks or other commercial symbols approved by City in (i) the sale of merchandise at the gift store, (ii) the Friends and Foundation' newsletter and in other correspondence with members and potential members of the Friends and Foundation and (iii) as otherwise approved in advance by the City Librarian. The term of the license shall coincide with the term of the lease of alternative gift store space. Subject to the rent in Section 2.1.3 *(Leased Space - Rent)*, the Friends and

Foundation shall own all proceeds from works for hire sold during the term of the lease of alternative gift store space. At the conclusion of that lease, the City shall either (i) purchase from the Friends and Foundation all or a portion of the works for hire that have not been sold in the gift shop for its actual costs in producing the same, or (ii) allow the Friends and Foundation to continue to sell such works for hire outside the leased gift store premises until all such works are sold. The City shall reserve the right to approve the use of City-provided or City-owned logos and any other marks on store merchandise, as the City Librarian, in his or her sole discretion, deems appropriate. All marks, artwork, copy, posters, photographs, videotapes, audiotapes, software, surveys and any other original or other derivative works of authorship created by the Friends and Foundation in connection with the gift store lease and involving or using any City property shall be deemed "works for hire" under 17 U.S.C. §101 and shall be City's property and all rights thereto shall be assigned to the City. The Friends and Foundation shall take such action as is necessary or appropriate to protect the City's right, title and interest in City-owned or City-provided marks. The Friends and Foundation acknowledge that the City seal may not be used on any goods without Board of Supervisor's approval. The Friends and Foundation shall indemnify the City against any claimed infringement of patent rights, copyright, trade secret or other proprietary right or trademark in consequence of its use in the gift store.

2.1.9. Banner. The Friends and Foundation shall have the right to place a banner, at the Friends and Foundation's expense, on the Grove Street side of the Building promoting the gift store to the public. The banner shall be subject to the prior approval of the City Librarian. In addition, the Friends and Foundation shall, at its own expense, obtain any and all required regulatory approvals to place such banner on the Building.

2.1.10. Equipment; Trade Fixtures. The Friends and Foundation shall be responsible for furnishing all equipment, movable personal property and trade fixtures needed to operate the gift store and occupy the office space. Such property shall belong to the Friends and Foundation, unless the Friends and Foundation elects, in its discretion, to donate such property to the City in accordance with applicable procedures for acceptance by the City of gifts.

2.1.11 Reports; Books and Records; Audit. The Friends and Foundation shall establish and maintain at the store or in the office space in the Building proper and accurate books, records, cash receipts and systems of account, and other data pertinent to the reporting of sales. All such records shall be subject to audit and inspection by the City or its agents. On an annual basis, the Friends and Foundation shall deliver to the Controller and to the City Librarian an independently prepared audit of all of Friends and Foundation's operations, including but not limited to its operations conducted in the gift

store space.

2.1.12. Utilities and Services. The City shall provide, at its cost, basic building utilities and services, including electricity, heating, ventilation, air conditioning, and janitorial services, for the uses permitted under the alternative office space and alternative gift store space leases, on the same basis as the rest of the Building. The City shall also provide telephone service for the Library-related uses permitted under those leases, provided the phones may not be used for personal phone calls. The Friends and Foundation shall be responsible for providing any security or other services necessary for the operation of the gift store in addition to the base building services. In no event shall the City be responsible for any thefts or losses of store merchandise.

2.1.13. Tenant Improvements. The City shall not be responsible for any costs of installing or constructing any tenant improvements in the leased premises for the Friends and Foundation's use. If the Friends and Foundation construct any additional tenant improvements, the Friends and Foundation shall be responsible for all costs of such improvements and shall follow all applicable City contracting requirements relating to such construction work. Any significant alterations or improvements to the leased premises shall be subject to the approval of the City, acting through the City Librarian and Director of the Department of Real Estate, in its sole discretion, and shall become the property of City. No approval whatsoever shall be required for improvements which cost less than $5000, do not affect the Building structure or systems, and comply with the City Librarian's guidelines for décor and improvements to the building. With respect to the space on the second floor of the Building that is currently used as office and gift store space by the Friends and Foundation, the Friends and Foundation agree to pay for any costs incurred in remodeling and renovating that space, up to a maximum of $250,000, unless otherwise agreed upon in writing by both parties. The Library intends for such space to ultimately be used for Library staff or service purposes.

2.1.14 Repairs and Maintenance. City shall be responsible for repairing and maintaining the structural portions of the Building and the common areas. The Friends and Foundation shall be responsible for maintaining the interior of the leased premises, provided that City shall provide basic janitorial services as provided above.

2.1.15. Insurance and Indemnity. The Friends and Foundation shall, at its expense, maintain liability coverage and other insurance required by the Department of Real Estate and the City's Risk Manager, in accordance with the City's typical requirements for office and retail tenants. Such insurance shall include (i) Commercial General Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverages for

Contractual Liability, Personal Injury, Broadform Property Damage, Fire Damage Legal Liability ($50,000), Liquor Liability, Products and Completed Operations; (ii) Business Automobile Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverages for owned, non-owned and hired automobiles, as applicable; and (iii) Worker's Compensation Insurance with Employer's Liability Coverage with limits of not less than $1,000,000 each accident. The general liability and automobile liability policies shall name the City and County of San Francisco, its officers, agents and employees as Additional Insureds and provide that such insurance is primary to any other coverage available to the Additional Insureds. If any of the insurance contains a general annual aggregate limit or a limit that includes legal defense costs, such aggregate limit shall be double the occurrence limits set forth above. All required insurance shall provide thirty (30) days advance written notice to the City at the address for notices to City in this MOU. The Friends and Foundation shall indemnify the City for any and all losses arising out of the Friends and Foundation's use of the leased office or gift store premises, and such indemnity shall not be limited to the amount of its insurance.

2.1.16. Assignment and Subletting. The Friends and Foundation may not assign its interest in the leases of office and gift store space or sublet either of those leased premises or any portion thereof. The Friends and Foundation intend to operate the gift store with Friends and Foundation staff and volunteers. However, subject to the approval of the City Librarian, which approval may be given or withheld in the City Librarian's sole discretion, the Friends and Foundation may subcontract the operation of a gift store kiosk.

2.1.17. Employer Taxes and Liability. The Friends and Foundation shall under no circumstances be deemed an employee of the City, and all employees or subcontractors working in the store shall be employees of the Friends and Foundation and not of the City. Friends and Foundation's volunteers working in the store shall not be deemed to be employees of the City, and liabilities arising from the acts or omissions of such volunteers shall be the responsibility of the Friends and Foundation, not of the City. The Friends and Foundation shall be responsible for employer taxes and liabilities.

2.2. Board Approval. Once this MOU is approved by the Board of Supervisors, the Director of the Department of Real Estate shall be authorized to enter into the office and gift store leases contemplated by, and consistent with the conditions set forth in, this MOU.

3. AGREEMENT FOR MARKETING AND EVENTS MANAGEMENT OF SPACE FOR PRIVATE FUNCTIONS AND EVENTS

3.1. Agreement with Friends and Foundation for Marketing and Events Management of Space in the Building for Private Functions and Events. The Friends and Foundation agree to step into the now-terminated position of the Foundation with the City, acting by and through the Library, and enter into an events management agreement to provide services for the marketing and management of meeting rooms, the auditorium and certain other space in the Building for receptions, private functions and other events (the "Events Management Agreement") in accordance with the terms of this MOU. Where a conflict exists between the terms of the Events Management Agreement and the terms of this MOU, this MOU shall govern.

3.2. Term. The term of the Events Management Agreement contemplated by this MOU shall be for a period of one (1) year only commencing on July 1, 1999 and terminating on June 30, 2000. The City or the Friends and Foundation may terminate the agreement at any time during the one year term without cause and without penalty, upon giving the other party not less than 90 days' advance written notice. The Friends and Foundation shall have the option to extend the term of the agreement for a period of up to one (1) year, to June 30, 2001, which option may be exercised by giving written notice to the City after June 1, 2000 and prior to June 30, 2001. Such extension is subject to the approval of the City Librarian, in his or her sole discretion and the appropriation of funds by the Board of Supervisors. In the event the agreement is extended, the City and the Friends and Foundation may modify the compensation provisions of the agreement.

3.3. Agreement Subject to Board Approval. Once this MOU is approved by the Board of Supervisors, the City Librarian shall be authorized to enter into the Events Management Agreement contemplated by, and consistent with the conditions set forth in, this MOU.

4. COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

4.1. City Ordinance Requirements. The Friends and Foundation agrees to comply with each of the provisions set forth in Exhibit B *("Ordinances of the City and County of San Francisco")* and any other applicable City Ordinance, including any applicable provision of the Sunshine Ordinance. In addition, with respect to any lease or events management agreement entered into under this MOU, the Friends and Foundation agrees to comply with all applicable City Ordinances, including any applicable provision of the Sunshine Ordinance. All references to "Contractor" in Exhibit B shall be deemed to refer to Friends and Foundation.

4.2 Compliance with Laws and Regulations. Friends and Foundation, at Friends and Foundation's sole cost and expense, promptly shall comply with all laws,

resolutions, regulations, judicial decisions and policies of any municipal, county, state or federal government or other governmental or regulatory authority with jurisdiction over the Friends and Foundation and the Building or any portion thereof, including without limitation, the City (collectively, "Laws") relating to or affecting the condition, use or occupancy of the Building in effect either at the time of execution of this MOU or which may hereafter be in effect at any time during the term hereof, whether or not the same are now contemplated by the parties.

4.3 Rules and Regulations established by the City Librarian and Department of Real Estate. With respect to all of the agreements referred to above for the use of the Building, the Friends and Foundation shall agree to comply with all rules and regulations established by the City Librarian and the Department of Real Estate for the Building.

5. REPRESENTATIONS AND WARRANTIES

5.1 Representations and Warranties of Friends and Foundation. The Friends and Foundation is a non-profit public benefit corporation duly organized, validly existing and in good standing in the State of California. The Friends and Foundation has been organized for the express purpose described in Recital Paragraph C above and is duly maintained as a 501(c)(3) tax exempt corporation.

6. POSSESSORY INTEREST TAXES

(a) The Friends and Foundation, on behalf of itself and any permitted successors and assigns, recognizes and understands that the Friends and Foundation's use of the office and gift store space in the Building under the terms of this MOU, or the documents anticipated hereunder, may create a possessory interest subject to property taxation and the Friends and Foundation, and any permitted successor or assign, shall be responsible for the payment of such taxes, if any, as are lawfully imposed and if no exemption applies.

(b) The Friends and Foundation, on behalf of itself and any permitted successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this MOU may constitute a change in ownership for purposes of property taxation and therefore may result in a reevaluation of any possessory interest created hereunder. The Friends and Foundation shall report any assignment or other transfer of any interest in this MOU or

any renewal or extension thereof to the County Assessor within sixty days after such assignment, transfer, renewal or extension.

(c) The Friends and Foundation further agrees to provide such other information as may be requested by the City and County of San Francisco (the "City") to enable the City to comply with any reporting requirements under applicable law with respect to possessory interests.

7. NOTICES

7.1. Notices. Unless otherwise expressly provided herein, any notice given under this MOU shall be effective only if in writing and given by delivering the notice in person or by sending it first-class mail or certified mail with a return receipt requested or by Express Mail, return receipt requested, with postage prepaid, as follows:

City:	San Francisco Public Library Civic Center San Francisco, California 94102 Attn.: City Librarian Fax: (415) 557-4239
with a copy to:	Real Estate Department 25 Van Ness Ave. San Francisco, California 94102 Attn: Anthony J. DeLucchi, Director of Property Fax: (415) 552-9216
Friends and Foundation:	San Francisco Public Library Civic Center San Francisco, California 94102 Attn.: Director Fax: (415) 557-4375

or to such other address as any party may designate as its new address for such purpose by notice given to the other in accordance with the provisions of this Section at least ten (10) days prior to the effective date of such change. Any notice hereunder shall be deemed to have been given two (2) days after the date when it is mailed if sent by first class or certified mail, one day after the date it is made if sent by Express Mail, or upon the date personal delivery is made. For convenience of the parties, copies of notices may also be given be telefacsimile to the telephone number set forth herein or such other number as may be provided from time to time; however,

neither party may give official or binding notice by facsimile.

8. GENERAL PROVISIONS

8.1. Entire Agreement. This MOU, including the exhibits hereto, which are made a part of this MOU, contains the entire agreement and all of the representations between the parties with respect to the subject matter of this MOU and supersedes all other oral or written agreements between the City and the Friends of the San Francisco Public Library and the Library Foundation of San Francisco. Any prior correspondence, memoranda, agreements, warranties, or written or oral representations relating to such subject matter are superseded in total by this MOU. No prior drafts of this MOU or changes from those drafts to the executed version of this MOU shall be introduced as evidence in any litigation or other dispute resolution proceeding by any party or other person, and no court or other body should consider those drafts in interpreting this MOU.

8.2. Amendments. Neither this MOU nor any term or provisions hereof may be changed or terminated, except by a written instrument signed by the parties hereto.

8.3. Assignment. The rights under this MOU are personal in character and neither this MOU nor any duties or obligations hereunder may be assigned or delegated by the Friends and Foundation unless first approved by City by written instrument.

8.4. Approvals. All City approvals under the agreements contemplated hereby shall be given by the City Librarian except as otherwise specified herein or in the City Charter.

8.5. Non-Liability of City Officials, Employees and Agents. No elective or appointive board, commission, member, officer, employee or other Agent of City shall be personally liable to Friends and Foundation, its successors and assigns, in the event of any default or breach by City or for any amount which may become due to Friends and Foundation, its successors and assigns, or for any obligation of City under this MOU.

8.6. Conflict of Interest. The Friends and Foundation states that it is familiar with provisions of Section 8.105 of the San Francisco Charter and Section 87100 et seq. of the California Government Code and certifies that it does not know of any facts which constitute a violation of such regulations.

8.7. Non-discrimination. The Friends and Foundation shall not, nor shall they permit any operator, assignee, subtenant or licensee to, discriminate against any person or group of persons solely because of race, color, creed, national origin, ancestry, age, sex, sexual orientation, gender identity, disability or acquired immune deficiency syndrome (AIDS) or AIDS related

condition (ARC).

8.8. Subject to Charter Limitations. Any obligations of the City pursuant to any of the agreements contemplated herein are subject to the budget and fiscal provisions of the San Francisco Charter.

8.9. Effect. The parties understand and agree that this MOU is not intended to be, and shall not become, contractually binding on the parties, nor is it intended to create any third party beneficiary rights, except as provided in Section 1 *(Supplemental Funding)* above. Subject to the foregoing, no legal obligations among the parties shall exist with regard to the subject matter hereof, unless and until the parties have negotiated and executed final agreements as contemplated hereby and such agreements have been approved the Friends and Foundation' board of directors and by the City's Board of Supervisors and Mayor, in accordance with applicable laws.

8.10. Cooperation. Subject to the terms and conditions of this MOU, the Friends and Foundation and the City, acting by and through the City Librarian and Department of Real Estate, shall use their good faith best efforts to do, or cause to be done, all things reasonably necessary or advisable to carry out the purposes of this MOU and the uses of the Building contemplated hereby as expeditiously as practicable, subject to all applicable approvals.

The parties hereto have executed this MOU on the day first mentioned above.

FRIENDS AND FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY,
a California non-profit public benefit corporation

By_____
Its_____

By_____
Its_____

CITY AND COUNTY OF SAN FRANCISCO
SAN FRANCISCO PUBLIC LIBRARY

By_____
Susan Hildreth
Deputy City Librarian

APPROVED AS TO FORM:

LOUISE H. RENNE, City Attorney

By_____
Deputy City Attorney

APPROVED:

_____
ANTHONY J. DELUCCHI, Director of Property
Department of Real Estate

_____
EDWARD HARRINGTON, Controller

EXHIBIT A

Descriptions of Office And Gift Store Spaces Leased to the Friends and Foundation.

[attached]

EXHIBIT A

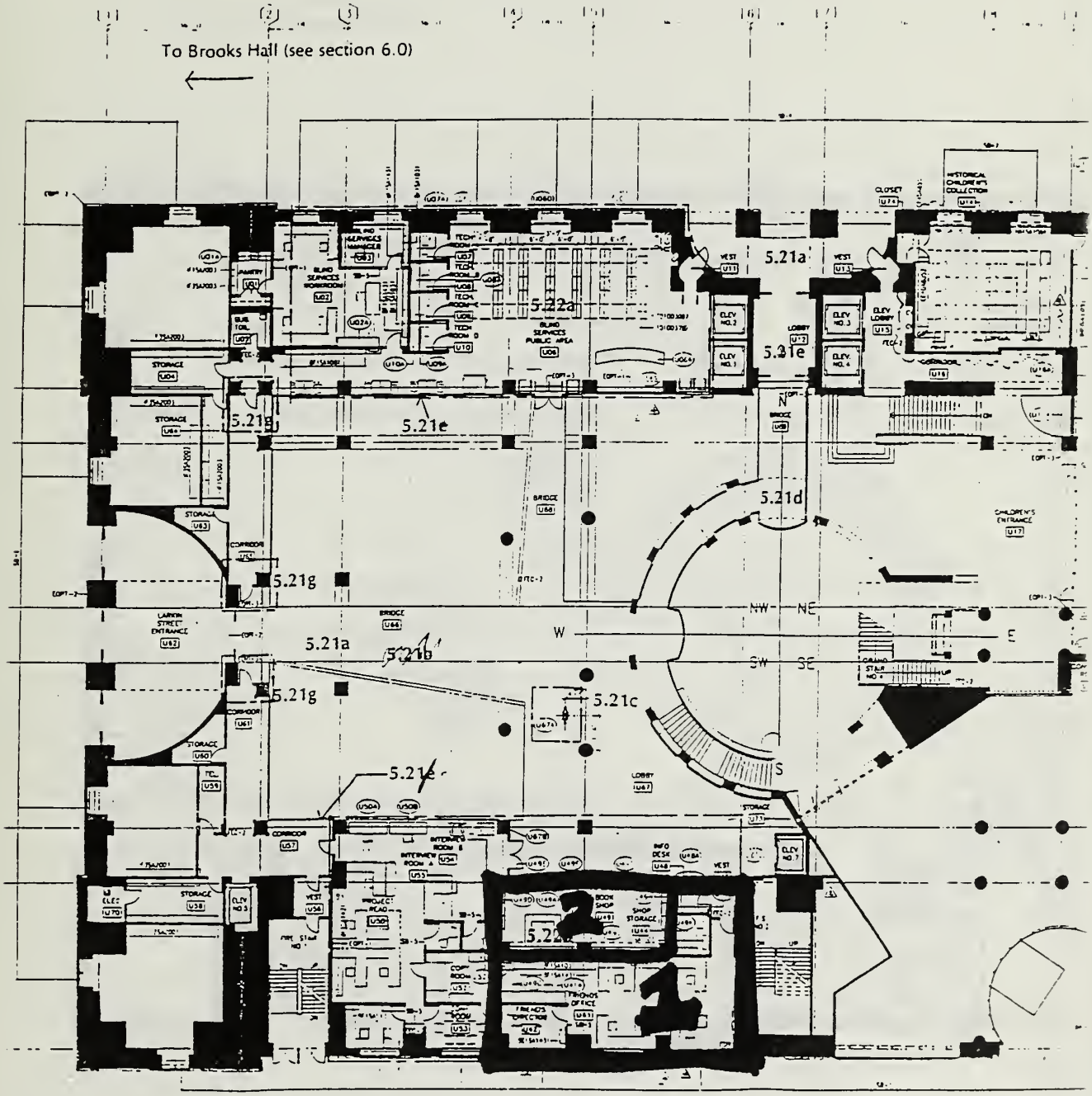
Descriptions of Office and Gift Store Spaces Leased to Friends and Foundation

1. Approximately 886 square feet of space located on Level 2 (the "Upper Main Bridge Level") of the Building, and shown as spaces "1" on the floor plans attached hereto (previously Friends office).

2. Approximately 700 square feet of space located on Level 2 (the "Upper Main Bridge Level") of the Building, and shown as space "2" on the floor plans attached hereto (previously Friends gift store).

3. Approximately 1,260 square feet of space located on the eastern side of Rooms 561 through 564 of Level 5 of the Building, and shown as space "3" on the floor plans attached hereto (previously Foundation office).

EXHIBIT A - Descriptions of Office and Gift Store Spaces
Leased to the Friends and Foundation



San Francisco Public Library

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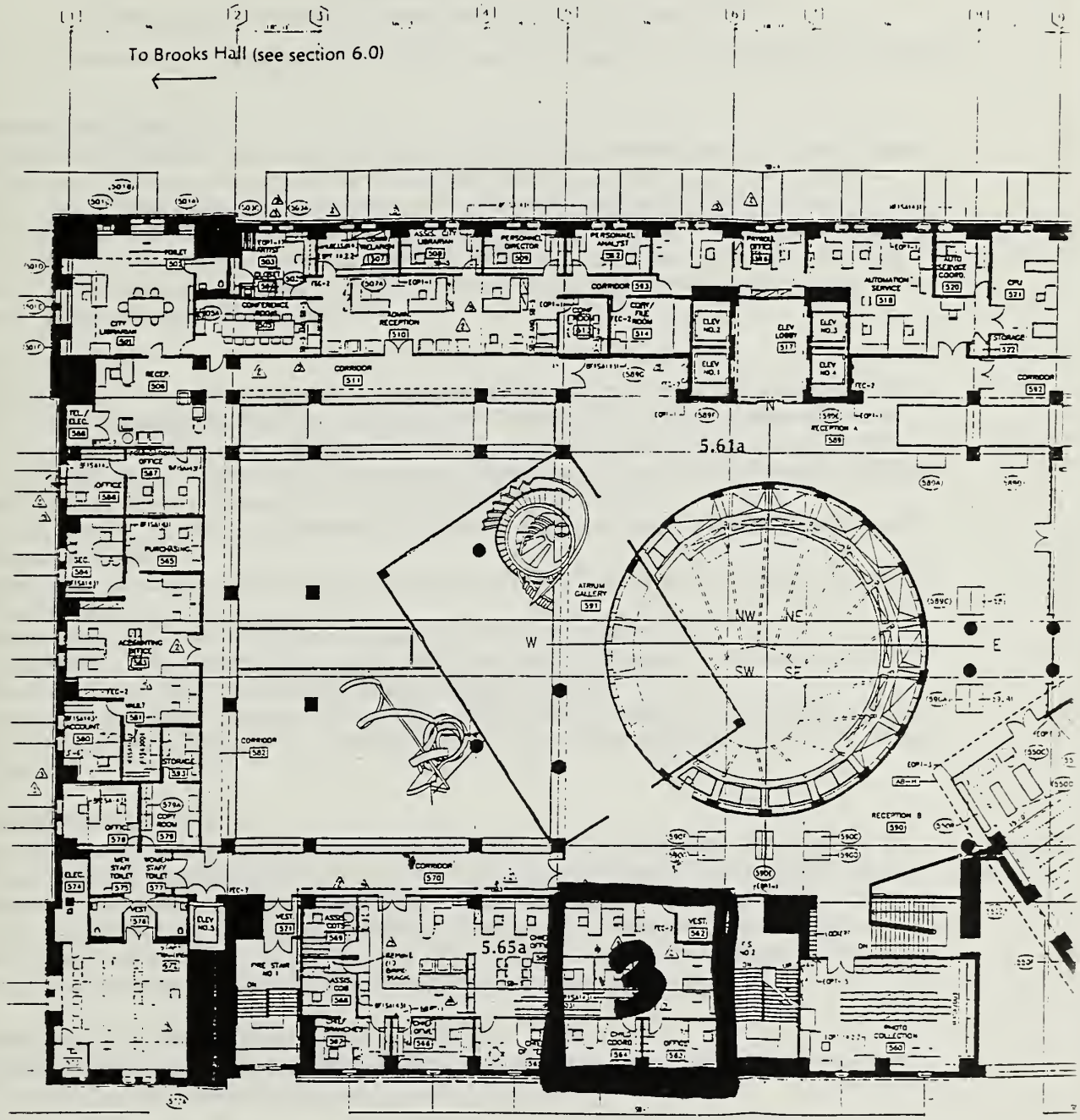
EXHIBIT A - Descriptions of Office and Gift Store Spaces
Leased to the Friends and Foundation



San Francisco Public Library

EXHIBIT B
ORDINANCES OF THE CITY AND COUNTY OF SAN FRANCISCO

PLEASE NOTE: All references to "Contractor" in this Exhibit B shall be deemed to refer to the Friends and Foundation.

I. NONDISCRIMINATION

Contractor Shall Not Discriminate. In the performance of this MOU, Contractor agrees not to discriminate on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status) against any employee of, any City employee working with, or applicant for employment with Contractor, in any of Contractor's operations within the United States, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by Contractor.

II. FALSE CLAIMS

Any contractor, subcontractor or consultant who commits any of the following acts shall be liable to the City for three times the amount of damages which the City sustains because of the act of that contractor, subcontractor or consultant. A contractor, subcontractor or consultant who commits any of the following acts shall also be liable to the City for the costs, including attorney's fees, of a civil action brought to recover any of those penalties or damages, and may be liable to the City for a civil penalty of up to $10,000 for each false claim:

(a) Knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval.
(b) Knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City.
(c) Conspires to defraud the City by getting a false claim allowed or paid by the City.
(d) Knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City.
(e) Is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

III. SUNSHINE ORDINANCE

In accordance with Section 67.24(e) of the S. F. Admin. Code, contracts, contractors' bids, responses to RFPs and all other records of communications between City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract of other benefit until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

IV. VIRGIN REDWOOD/TROPICAL HARDWOOD BAN.

City urges Contractor not to import, purchase, obtain, or use for any purpose, any virgin redwood, virgin redwood wood product, tropical hardwood or tropical hardwood wood product.

V. TOBACCO ADVERTISING BAN

Contractor acknowledges and agrees that no advertising of cigarettes or tobacco products is allowed on any real property owned by or under the control of the City, including the property, which is the subject of this MOU. This prohibition includes the placement of the name of a company producing, selling or distributing cigarettes or tobacco products or the name of any cigarette or tobacco product in any promotion of any event or product. This prohibition does not apply to any advertisement sponsored by a state, local or nonprofit entity designed to communicate the health hazards of cigarettes and tobacco products or to encourage people not to smoke or to stop smoking.

EXHIBIT C
CIVIC CENTER RENTAL RATES:
FAIR MARKET VALUE OF OFFICE AND GIFT STORE SPACE IN THE CIVIC CENTER AS DETERMINED BY THE DEPARTMENT OF REAL ESTATE*

To be updated annually in accordance with Section 2.1.4 *(Leased Space – Fair Market Value of Office Space and Gift Space)

[attached]

City and County of San Francisco

Real Estate Department
Office of the
Director of Property

MEMORANDUM

Date: December 6, 1999

To: Susan Hildreth, Acting City Librarian

From: Claudine O. Venegas, Senior Real Property Officer

Re: Civic Center rental rates

This will confirm my last quotation of Civic Center rental rates as $26-$30/per square foot, fully serviced.

Commercial rental rates, however, continue to escalate, and the current range is between $32-$36/per square foot, fully serviced.

Feel free to call me if you have any further questions.

cvh:\libraryquote

cc: Richard Walsh, Library

5[illegible] 9850
F[illegible]: 552-9216

25 Van Ness Avenue, Suite 400

San Francisco, 94102

SAN FRANCISCO PUBLIC LIBRARY
PRIORITIES FOR LEASED FACILITIES
DECEMBER 1999

CURRENTLY FIVE BRANCHES IN LEASED FACILITIES:
Glen Park, Ingleside, Ocean View (to be closed Spring 2000 when new Ocean View opens), Portola, Visitacion Valley

Library Commission priority to operate all branches in City-owned facilities. Would prefer purchase or lease-purchase, but would consider long-term leases.

PRIORITY FOR PURCHASE/RELOCATION OF LEASED SITES

Highest priority

Visitacion Valley, 45 Leland Avenue (near Bayshore), 1,900 sf

Current site is a good location. but too small and inadequately maintained. Landlord is not responsive. Current site plus two other attached facilities are for sale for $695,000. Good candidate for purchase so that the City can upgrade and maintain building adequately. Library could use two of the three units and possibly rent one of the units or share with another city agency. Have been looking for another rental location in neighborhood with no success as yet. Lease cost is $24,636 annually; month-to-month term.

Replacement of all other facilities is a priority and would be considered seriously depending on opportunity and circumstances

Ingleside, 387 Ashton Avenue (near Ocean), 1,920 sf

Current site is small, on a side street and is not accessible for disabled users. Library is well-used but use and collection would increase in a larger facility. Lease cost is $25,596 annually; term expires November 2000.
Bank of America facility on Ocean Avenue would be a great location and excellent service improvement for neighborhood. Lease cost would be $72,000 annually.

Glen Park, 653 Chenery Street (near Diamond), 1,400 sf

Current site is very small and not visible. Building is in fair condition. Landlord has been very responsive regarding improvements, but facility is underutilized given current size and location. Lease cost is $16,368 annually; month-to-month term.

Portola, 2450 San Bruno Avenue (at Silliman), 1,620 sf

Current site is well-located and in a fairly new building in good condition. This facility was recently sold to a new owner. Landlord is responsive; and the building is accessible for disabled users. Lease cost is $40,800 annually; term expires July 2000.

DOCUMENTS DEPT.

JAN 3 1 2000

SAN FRANCISCO
PUBLIC LIBRARY

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the regular meeting of Wednesday, January 19, 2000

The San Francisco Public Library Commission held a regular meeting on Wednesday, January 19, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:36PM by President Llorente.

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A.
Vice President

Connie K. Chin
Steven A. Coulter
Carol Steiman
Dran A. Streets
Clarian W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

The following members were noted present: President Llorente, Commissioners Chin, Coulter, Higueras, Llorente, and Steiman.

President Llorente announced that in accordance with new requirements of the Sunshine Ordinance strict adherence to an equal three minute time limit on public comment would be maintained.

CLOSED SESSION

MOTION: By Vice President Higueras, 2nd by Commissioner Coulter to go into closed session pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) for the purpose of evaluation of the City Librarian, Regina Minudri's performance and employment.

Public Comment: An anonymous member of the public reported familiarity with Ms. Minudri's incapacity and expressed concern for her recovery, pointed out that new Sunshine Ordinance requirements mandate that closed session participants be identified, and reminded the Commissioners of the limits on topics which may be addressed during a closed session.. Mr. Peter Warfield inquired concerning the legal situation related to a requirement that the City Librarian make quarterly reports to the Commission on grants received by the Library. He further noted that the most recent report he had discovered was dated April 1999.

ACTION: 5-0 Aye (Chin, Coulter, Higueras, Llorente, and Steiman)

The Commission went into closed session at 5:39PM

(Participants in the closed session were: President Llorente, Vice President Higueras, Commissioner Chin, Commissioner Coulter, Commissioner Swig, Deputy City Librarian Susan Hildreth, and Michael Housh, Commission Secretary.)

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and are neither generated by, nor is their content subject to approval by, the San Francisco Public Library Commission.

The Commission returned from closed session at 6:08PM

MOTION: By Vice President Higueras, 2nd by Commissioner Chin pursuant to San Francisco Administrative Code Section 67.12(a): that due to the Personnel nature of the topic not to disclose any of the information discussed in the closed session evaluation of City Librarian Regina Minudri.

President Llorente noted that no action had been taken.

Public Comment: An anonymous member of the public thanked the Commission for additional opportunity to comment, inquired concerning any action that might have been taken, expressed a question concerning Vice President Higueras' remark that the decision not to disclose was related to the personnel topic discussed, again reminding the Commissioners that the appropriate criteria for non-disclosure was the resulting public benefit of non-disclosure over disclosure.

(a public comment summary statement as authorized by San Francisco Administrative Code section 67.16 was submitted on Agenda item #1.)

ACTION: 5-0 Aye (Chin, Coulter, Higueras, Llorente, and Steiman).

APPROVAL OF MINUTES of the regular meeting of January 4, 2000.

Public Comment: An anonymous member of the public called attention to the lack of some punctuation marks in the draft minutes on the Library's website, but observed they were included in the public comment summary appendix. The anonymous member of the public expressed strong disagreement with the manner in which the newly required "public comment summary statements, were included in the Minutes. The anonymous member of the public additionally pointed out a misspelling of Gray Brechin's name and noted that he held a doctorate and had so identified himself. Mr. Peter Warfield identified Gray Brechin as the speaker in a previously referenced comment, re-emphasized that the point of his comments was that the hours and book budget had not gone up at all since the first year of Prop. E.. Mr. Warfield also suggested additional issues raised during the presentation on the Post Occupancy Evaluation (POE) Report might also be included. He further suggested that other points raised by members of the public regarding recommendations potentially impacting the Library for the Blind and Print Disabled, including availability of daylight, be noted. Ms. Lurilla Harris inquired regarding frequent references in the Minutes to anonymous members of the public and asked why individuals speaking were not identified. She suggested that the apparent multitudes of individuals speaking anonymously might be asked to give their names as

(a public comment summary statement as authorized by San Francisco Administrative Code section 67.16 was submitted on Agenda item #2.)

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she freely gave hers. She expressed wonderment when informed that all of these references referred to one individual.

Commissioner Steiman pointed out a misspelling of Mr. Coll's name. Several Commissioners requested that members of the public such as Gray Brechin , Ph.D. be so identified in the Minutes if they so identified themselves.

Several Commissioners noted confusion could be created by the reporting of anonymous comments without any indication that there was one or several individuals commenting.

MOTION: approval of the Minutes of the special meeting of January 19, 2000 was moved by Commissioner Chin, seconded by Commissioner Steiman.

.**ACTION:** 5-0 Aye (Chin, Coulter, Higueras, Llorente, and Steiman.

CITY LIBRARIAN'S REPORT

Deputy City Librarian, Ms. Hildreth reported on the final stage of the Main Library's re-carpeting project. The Deputy City Librarian suggested that the Commission hold a special meeting on February 16, 2000 to discuss in detail the Post Occupancy Evaluation (POE) final report. Ms. Hildreth noted various locations where copies of the POE would be available. Ms. Hildreth informed the Commissioners that the Library had received a $227, 250. grant from the Bill and Melinda Gates Foundation for improvements to computer access at targeted libraries. She reported that the Bayview-Wadden, Bernal Heights, Chinatown, Eureka Valley-Harvey Milk, Golden Gate, Mission, North Beach, Park, Portola, Potrero, Presidio, Richmond, the Main Library, Visitacion Valley, and the Western Addition Branches would receive new computer equipment. Additionally it was noted that the library system would receive another Gates Foundation grant of $35,650 allowing the creation of a regional training lab for staff and patron training in computer management and access.

Public comment: An anonymous member of the public noted the Commission's "defense" of his right to speak anonymously, expressed concern that the Commission closely monitor grants, and urged the Commission to review grants on a systematic basis. Ms. Deetje Boler expressed concern with the acceptance of the grant, whether the grants were in money or equipment, about possible impact on library services, and suggested that this grant would lead to further erode the library's attention to books. Ms. Boler suggested that a way to address space concerns raised in the Post Occupancy Evaluation of the Main Library would be to group all of the computers in one location. She suggested that all Internet and email functions be shifted to a separately administered and funded city department. Ms. Boler urged careful review of the grant and consideration of

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additional costs that may be created by acceptance of the grant. Ms. Barbara Berman, Friends and Foundation of the Friends San Francisco Public Library, hailed receipt of this grant as a significant step forward in the library's efforts to end a digital divide making computer access and literacy more available to minority and economically disadvantaged neighborhoods and communities. Mr. Peter Warfield called attention to the difficulties facing the Commission in making budget choices. He further observed that these grant funds exceed budgeted amounts for books and other areas of staff training creating a strong influence on the mission and program of the library. He re-emphasized his belief in the importance of the Commission receiving and making available to the public regular grants reports.

(a public comment summary statement as authorized by San Francisco Administrative Code section 67.16 was submitted on Agenda item #2.)

Vice President Higueras noted that the Commission had expressed concerns with infrastructure costs associated with acceptance of grants and requested staff reports concerning non-grant costs incurred as implementation of proposed program goes forward. Commissioner Steiman pointed out that the Commission had specifically directed staff to undertake such infrastructure upgrades to improve computer access, (eg. T1 lines) whenever funding was available. She additionally noted that the new City Charter has shifted authority for acceptance of grants to the Board of Supervisors leaving ongoing oversight as the Commission's role.

MOU FRIENDS AND FOUNDATION

Deputy City Librarian Susan Hildreth made a brief presentation highlighting the principle aspects of the draft Memorandum of Understanding (MOU) between the San Francisco Public Library and the Friends and Foundation of the San Francisco Public Library and noting differences with the individual Memorandums of Understanding with the former Library Foundation and the Friends. She then introduced the Friends and Foundation President Dale Carlson, who informed the Commission that the Board of the Friends and Foundation had approved the proposed agreement with the Library at its January 2000 meeting. He also noted that the Friends and Foundation believed the agreement created a sound foundation for continuing their previously very successful efforts to support the work of the public library system.

Public comment: Mr. Jim Kirwin inquired as to a rush to approve the MOU noting that the discussion of the Post Occupancy Evaluation could have impact on related space allocation decisions in the Main Library. He expressed skepticism concerning likely benefits deriving from the MOU and suggested it was inappropriate that a private organization raise funds for the library. An anonymous member of the public

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commented on Mr. Carlson's previous efforts on behalf of the Library. The anonymous member of the public expressed concerns various aspects of the MOU, expressing strong reservations with granting a private organization so powerful role in the public library. Mr. Peter Warfield expressed concern with the role assigned to the City Librarian under the proposed agreement given the absence of the City Librarian.

(a public comment summary statement as authorized by San Francisco Administrative Code section 67.16 was submitted on Agenda item #4.)

Responding to an inquiry by President Llorente, Deputy City Attorney Adine Varah indicated that in the absence of the City Librarian, the Deputy City Librarian would fulfill the role assigned to that office under the agreement. Commissioner Steiman noted that this was the initial discussion of this agreement, proposed to study it thoroughly, and expressed satisfaction with the terms as they had thus far been presented. Commissioner Chin asked concerning how the minimum contribution figure of $200,000 per year had been set. The process used to choose that amount was outlined by Mr. Carlson, who additionally reported that amounts significantly higher than that figure were certain to be contributed. Vice President Higueras expressed the hope that this document would assuage concerns with the critically important role played by private support for the public library.

BRANCH LIBRARY FACILITIES REPORT

Deputy City Librarian Susan Hildreth discussed conditions in the library's leased branch library facilities and described proposals to address specific situations in two of the five branches in leased facilities, (Glen Park, Ocean View, Ingleside, Portola, and Visitacion Valley). She suggested priorities for improvement in these branches in response to inquiries from the public, the Mayor, and the Board of Supervisors. Ms. Hildreth detailed specific challenges at the existing Visitacion Valley and Ingleside branch Libraries. A Board of Supervisors resolution (copy attached) calling for purchase of the Visitacion Valley Branch building and possible costs of such a project were presented. Ms. Hildreth then discussed the various benefits and costs related to a potential relocation of the Ingleside Branch to the former bank of America facility on Ocean Avenue. The Deputy City Librarian detailed budgetary considerations involved in both projects and proposed to continue to work the Department of Real Estate Department to finalize a proposal to meet the neighborhood's library services needs. She then introduced Mr. James Swarthout, a civic leader in the Ingleside District, to outline the extensive efforts made by neighborhood community, civic, and business groups to improve their local library by relocating it to a better facility
in the former Bank of America Building on Ocean Avenue. Petitions supporting the

relocation, photographs, and information concerning the proposed new facility were mentioned.

Public comment: Mr. Al Lewis, Ocean View Library Committee recommended his support for the relocation of the Ingleside branch to make available the space needed for more books and computer access for the community. He noted eighteen schools in the area of the proposed new branch that would benefit from improved service at the former Bank of America Building. Mr. Myron Seeman, 507 Campbell Avenue presented petitions containing 200 names urging that the Library take action to improve the Visitation Valley Branch Library, discussed likely locations and issues of concern with his neighborhood library, praised the dedication and hard work of the current branch library staff, and discussed the needs of a diverse multigenerational and ethnic neighborhood. Ms. Dorcas Thomas, Friends of the new Ocean View Library Committee to add its support for improvements of both the Visitacion Valley and Ingleside Branch Libraries. Ms. Fran Martin, Visitacion Valley Planning Alliance, spoke strongly in favor of the library's purchase and improvement of the existing branch library building at 45 Leland Avenue as a important contribution to the overall improvement of her neighborhood. Mr. Douglas Moran, Co-Chair Friends of the New Ocean View Library Committee introduced his daughter as representing those whose future needs can best be met by relocation and improvement of the Ingleside Branch Library. He discussed an extensive array of ongoing improvements being undertaken to make their neighborhood better, volunteering to assist in making this proposal a reality. Ms. Mary Harris, Vice Chair, Ocean View-Merced-Ingleside (OMI) Neighbors in Action, announced its support for the effort to relate and improve the Ingleside Branch, noting Ingleside residents support for the construction of the new Ocean View Branch Library at a time when their own library services needs were growing. She outlined specific benefits relocation of the Ingleside Branch could produce. An anonymous member of the public discussed his familiarity with the circumstances at these branches, observed that the Visitacion Valley Branch is located in a depressed area and noted similarities with the circumstances involved with the closure of the Bank of America facility in the Ingleside neighborhood. The anonymous member of the public further expressed concern with the nature of the agenda item because explanatory documents needed address the issues listed were not included. Mr. James Swarthout discussed ways that with private sector assistance the Visitacion Valley Branch could be expanded at a more reasonable cost than those projected by the Department of Public Works. Mr. Dan Weaver, OMI Neighbors in Action-Ocean Avenue Renaissance Committee urged relocation of the Ingleside Branch Library noting the cramped and inadequate space currently occupied. He expressed his

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belief that the Ingleside Library's relocation would significantly benefit all of the various neighborhoods in that area of the city. Mr. Peter Berend requested that Commissioners agreed to relocate the branch library to the former Bank of America building as both an significant neighborhood landmark and a wonderful space for meeting its growing needs for library services. Ms. Cathy Bremer, of the Librarians' Guild, while acknowledging the needs for improved library services in these branches, raised concerns that there are going to be significant other costs aside from those of more space, expressing concern that without adequate staffing, problems would develop. Ms. Deetje Boler suggested caution in choosing the former Bank of America Ocean Avenue facility describing previous concerns with hazardous materials, a reportedly dangerous corner for accidents, and that there were other locations in the neighborhood in non-commercial areas without some of these problems such as parking. Mr. Peter Warfield noted that while he agreed with all of the previous speakers, urged full consideration of all of the issues involved in providing branch library services. He also noted mention of security concerns with computers as a potential hidden cost of grant funded programs.

(a public comment summary statement as authorized by San Francisco Administrative Code section 67.16 was submitted on Agenda item #5.)

President Llorente informed a member of the public who had already spoken that he would have to wait until the Public Comment agenda item to again address the Commission on this issue. Commissioner Steiman emphasized the current inequality in the library services provided to the southern neighborhoods of the City. Commissioner Steiman also expressed strong support for improvements at these branches, noting the inadequate nature of all of the current facilities. She proposed to bring a resolution to the Commission to make improvements in these facilities a Commission Policy. She noted some issues with relocating the Ingleside Branch to the Ocean Avenue property. The Commissioner suggested that if more staffing would be needed that Library administration should so inform the Commission. She thanked those attending the meeting and asked for their help with other small branches when it became their turn for improvement. Responding to a question by Commissioner Chin, Mr. Swarthout informed the Commissioners of the efforts the property owner had made and is agreeable to making to have the library occupy the building. Vice President Higueras, noting increasing property costs, urged due dispatch in seizing opportunities to acquire appropriate buildings for branch libraries now housed in inadequate buildings. President Llorente commented on his direct experience with the needs of the Ocean Avenue corridor and expressed his support for undertaking negotiations to assess the feasibility of relocating the Ingleside Branch to the former bank building. He further noted that he was well aware of the great need to improve the Visitacion Valley Branch. He suggested that if the site

could be acquired, gradual improvement could be made in a property the library owned. Responding to a question by Commissioner Chin, the Deputy City Librarian indicated that the San Francisco Public Library would be in a very competitive position to qualify for any Prop. 14, (the proposed library construction bond, that become available. She further noted that any purchase price would count against the 35% local matching requirements to receive such state library bond moneys. Commissioner Steiman expressed hope that those speaking in favor of these proposals also be willing to express their support to the Mayor and the Board of Supervisors. The Deputy City Librarian reported that some of the issues raised by these proposals would be addressed in the budget discussion to follow.

The Commission went into a brief recess at 7:42PM

Commissioner Coulter left the meeting during the recess.

The Commission returned from its recess at 7:53PM

FY 2000/2001 LIBRARY BUDGET REPORT

Library Finance Director, Mr. George Nichols presented a FY 2000-01 Budget Planning Report (copy attached) to the Commission. The Commission was informed that the draft budget would be, per the direction of the Mayor's Budget Office, a baseline only budget and that it was due in the Controller's Office on February 18, 2000. Mr. Nichols discussed details of the report and outlined the various revenue sources and amounts, and projected areas of expenditure proposed for the next fiscal year. $47 million was identified as the baseline revenue amount, representing a $3.7 million increase over the current fiscal year. Mr. Nichols reported on additional General Fund revenues in excess of those required by Prop. E (the Library Preservation Fund) and other sources of library funding. The Library Finance Director then reported on aspects of various expenditures in identified priority areas: collective bargaining, additional funding for the collection, facilities infrastructure needs, technology support, and public service staffing needs. Mr. Nichols then discussed the possibility that the Library might pursue a comprehensive supplemental funding request to the Board of Supervisors to address some of these issues.

Public comment: An anonymous member of the public expressed frustration with the varied means of reporting budget figures without an explanatory key, questioned whether the Commission was implicitly approving moving a library without placing the matter on its agenda specifically as a "Action" item, and further asked when the Commission would formally adopt its budget. Mr. Warfield inquired as to who prepared the budget report and under what authority they did so, asked regarding the elimination of issues related to the Post Occupancy Evaluation (POE) from the budget. and concerning the reporting and expenditure of Prop. E, (the Library Preservation Fund. Mr. Warfield

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decried a lack of increase in the book budget as opposed to increases in technology spending, and spoke in favor of increased staffing and hours. Ms. Deetje Boler expressed frustration with the manner in which the report was presented, finding it difficult to understand what each set of figures referred to without an explanatory key. Ms. Boler requested greater clarity in the report's description of how Prop. E ,(the Library Preservation Fund) moneys were to be spent. She also complained concerning the distracting and annoying noise produced by the materials theft detector, and questioned its cost and effectiveness.

(public comment summary statements as authorized by San Francisco Administrative Code section 67.16 were submitted on Agenda item #6.)

Responding to questions by Commissioner Steiman, Mr. Nichols informed the Commission that the budget must be submitted to the Mayor by February 18, 2000. Commissioner Steiman expressed frustration with the limited amount of time available for the Commission to review and consider the budget, noting that she would be unable to attend the next Library Commission Meeting when the Budget will be brought to the Commission for its approval. Mr. Nichols additionally informed Commissioner Steiman that $390,000 identified for electrical improvement was for increased electrical capacity not for T1 lines. Mr. Nichols clarified how the salary savings proposal in the report would be implemented. Commissioner Steiman expressed unhappiness that a former Friends and Foundation funded affinity center staff position was now to be funded by the Library. Commissioner Steiman expressed concern that sufficient budget reserve be maintained to insure that staffing needs and deferred maintenance issues could be properly addressed throughout the next five years. The Library Finance Director described the efforts made to maintain prudent reserves and noted that it was his expectation that one time proposals like the Visitacion Valley Branch facility purchase would have impact, but he anticipated a reasonable reserve could be maintained. Commissioner Steiman asked to go on record as being in favor of additional funding being made available for retrospective cataloging. Mr. Nichols clarified the meaning of a figure found in a chart in the report for Commissioner Chin. President Llorente was informed that the proposed purchase of the Visitacion Valley Branch would require approval by the Mayor and the Board of Supervisors. Mr. Nichols reported that the two book theft detection systems listed in the report were to be placed in branch libraries as part of an ongoing expansion of the program. The Deputy City Librarian proposed to look into and report to the Commission concerning how effective the detection systems have been in reducing book theft problems.

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LABOR UNION REPORT

Cathy Bremer, Librarians' Guild, SEIU Local 790, informally commenting in lieu of a making formal guild report mentioned that she was very disturbed to find no increases for staffing in the budget, and that the Union had not been included in negotiations on the budget. Ms. Bremer further suggested that the Union might have to present its concerns about adequate levels of staffing to the Board of Supervisors because there would not be sufficient time to prepare suggestions for Commission consideration prior to its approval of the draft Library Budget at the Library Commission's next meeting. She also noted her unhappiness that librarians who were assigned duty on Sundays were not paid overtime, but were required to accept compensatory time instead. Ms. Bremer also noted concerns with the proposed Friends and Foundation MOU, citing the potential for encroachment of private interests into the public library, particularly regarding funding for positions which she believed should be city funded.

Public comment: Mr. Peter Warfield observed that he used to enjoy going to the old Main Library because he believed that he had received more service from librarians there, but that currently the staff at the Main seemed stressed due to a variety of issues. He found that Branch staff were better able to take time and provide more extensive service to patrons. Mr. Warfield expressed support for more staffing and support for the comments made in the Labor Union Report. Ms. Deetje expressed shock that Librarians were required to accept compensatory time instead of overtime pay and that these issues in her view related directly to patron requests for more Sunday hours raised during the Prop. E, (Library Preservation Fund) Hearings. She also expressed surprise at learning the Sundays were the 2nd busiest day of the week for libraries, noting that this fact sustained her point.

(public comment summary statements as authorized by San Francisco Administrative Code section 67.16 were submitted on Agenda item #7.)

In response to a question by President Llorente concerning the official nature of her report, Ms. Bremer reported that these issues as well as addressing problems created by changing some part-time to full-time positions were topics of frequent discussion among union members. Concerning mandatory payment of compensatory time instead of overtime for certain classes of employees, Ms Bremer informed the Commission that this requirement was a part of the union's existing contract. In response to questions by Vice President Higueras, Ms. Bremer said that there was no time this year to make a formal presentation on its view of what would constitute appropriate staffing for the library system. Vice President Higueras asked that if this was a long-standing concern why had the union not previously raised this matter with the Commission. Commissioner Steiman expressed great dissatisfaction with this year's budget process and suggested that she would not approve any proposal without time for a thorough review and discussion.

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NEW BUSINESS

Vice President Higueras requested that library staff prepare a report on creating a possible process to access existing branch facilities and propose a ways for the Commission's consideration and discussion to move forward with improvements. Additionally, he requested that a plan of action for the Library to pursue state library construction bond funds which could become available if Proposition 14, the state library construction bond proposal on the March 2000 Primary Election Ballot is approved. Commissioner Steiman commented that she would propose that the Commission formally adopt a policy calling for the all branch libraries to be located in city owned buildings. Commissioner Chin requested additional information concerning language in Prop. 14, the proposed state library construction bond proposal supporting cooperative efforts between public libraries and local public school districts. She additionally requested information regarding any potential for shared use of city properties between the library and school district and other city departments. The Deputy city Librarian informed the Commission that there were steps underway to create a facilities plan that would assist this goal.

Public comment: Ms. Deetje Boler observed that available space on the City College campus was located near the proposed relocation site for the Ingleside Branch and merited consideration as a possible site for the branch library. Mr. Peter Warfield expressed puzzlement that in his view many Commissioner suggestions for agenda items never appear on meeting agendas and suggested creation of a mechanism to insure that they did.

PUBLIC COMMENT

Mr. Jack Coll, retired Librarian, mentioned that it was his understanding that city employees were supposed to receive an annual performance evaluation, but noted that many library employees were not reviewed sometimes for many years at a time, after the probationary period. Mr. Coll commented that in his view this resulted in the creation of a culture in the library of acceptance of substandard work and thereby increased burden on dedicated staff. An anonymous member of the public lauded the previous speaker's observations on institutional culture, decried the Library Commission's failure to follow through on the proposed creation of a "Committee of 14 Thoughtful Citizens" to advise them. The anonymous member of the public additionally expounded on the implications and results of the existence of a "Ha ha, we lied" vs. Gotcha" game perpetuated between the Library Commission and its critics. Ms. Cathy Bremer, Librarians' Guild, SEIU Local 790 commented that that Library had never had a staffing plan, nor had the Union ever received a staffing table, nor information concerning exactly how many staff positions

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and are neither generated by, nor is their content subject to approval by, the San Francisco Public Library Commission.

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 19, 2000

Public Employee Performance Evaluation: City Librarian, Regina Minudri
Item 1 Closed Session:

"It is assumed that everyone knows that Ms. Minudri has not been on the job in some time due to the onset of a serious health problem. Of course, everyone has a concern for her health, and that concern transcends any ideological or political issues. Yet she has not been working and the update of her condition on the library's website states that she is looking forward an extended ocean cruise. This being so, there must be very few things that the commission could discuss within the strict limitations of the term "performance evaluation" under the law.

It is also important to bring to the commission's attention that under the new provisions of the Sunshine Ordinance it is even clearer than in the past that there must be an announcement of the persons attending any closed session."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 19, 2000

Public Employee Performance Evaluation: City Librarian, Regina Minudri
Item 1 Open Session:

"It is a wonder and a delight to be able to speak at this juncture on the agenda.

It is somewhat confusing for Commissioner Higueras to announce that the decision to not disclose any information from the closed session is because it is "personnel driven." The standard for disclosure is whether the public benefit in disclosure outweighs the public benefit in non-disclosure."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 19, 2000

Approval of the Minutes
Item 2:

"It is still true, after several months, that the version of the Minutes on the website has all of the quotation marks and apostrophes stripped out, so that "bad" library become bad library, and "peeling an onion" approach, becomes peeling an onion approach. At least the summaries of public comment by the "anonymous citizen" appear with the apostrophes and quotation marks intact.

The handling of those summaries as completely separate shows the Commission's contempt for the open meetings law. It serves everyone's interests that your contempt for the law be as obvious a possible.

Mr. Brechin, on page 7, identified himself as Dr. Brechin, which should be respected."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 19, 2000

City Librarian's Report
Item 3:

"I thank the Commission president for recognizing my right to identify myself as anonymous in the previous discussion. In my public comment, I confine myself to the subject at hand and do not speculate on others' motives. It is regrettable that Commissioner Coulter does not adhere to that standard (when he said "confusion" was the motive).

The announcement, not on the agenda, regarding a Gates Foundation grant indicates again that the Commission should go back to its program of consistently reviewing all grants for their policy implications."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 19, 2000

Friends and Foundation MOU
Item 4:

"It is true that the Friends and Foundation perform a number of good works. This should not blind us to the underlying meaning of this MOU in a public context.

The public library has developed, over many decades, traditions of public service. That it is public is of its essence. Public librarianship has a long tradition of public values and public service. The public library is a department of a local public agency, namely the government of the City and County of San Francisco.

Allowing a private nonprofit such a prominent role in this institution, the pubic library, cannot help but represent a danger to that public role."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 19, 2000

Library Branch Facilities Report
Item 5:

"There is a problem with the general nature of the announcement of this item on the agenda and what turns out to be the specific nature of the proposals now under discussion. People have a right to a meaningful agenda item. There are also documents under discussion which were not listed as explanatory documents.

The fact that there is a proposal about Visitacion Valley puts into relief the Commission's recent decision to reduce the hours at Visitacion Valley to 31, the lowest number of weekly hours of any branch in San Francisco.

The cases of both Visitacion Valley and Ingleside regarding the placement of the branch and its contribution to business activity illustrates how the library becomes emblematic of many neighborhood issues that may be related to library service and also may not."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 19, 2000

Library Budget Report
Item 6:

"With regard to both this item and the previous item, there have been statements by library officials that they have heard the interests of the Commission and will proceed accordingly. This is in many ways a de facto decision by the Commission and could be interpreted as an action even though there was no action item on the agenda. On the previous item, did the Commission decide to move a library even though there was no agenda item and no actual vote? It is not clear.

With regard to this item, When is there going to be an actual approval by the commission of the budget that must be submitted?"

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 19, 2000

Public Comment
Item 9:

"The comments of the previous speaker with respect to the culture of this institution were very interesting and provide an introduction to my comments. It is very important to realize that institutions do have cultures, which become self-perpetuating. This is now commonly recognized by social thinkers and scientists.

If the Commission had followed through on its proposal of several years ago to implement a committee of fourteen thoughtful citizens, those citizens might have thought about this institution. One of the things they would have realized, with just a little thought, is that what I call the "Ha, ha, We lied" game and you call the "gotcha" game is the same game. It is not a different point of view. It is literally the flip-side of the same game.

What is important is that I learned the game from the library. The library did not learn it from me."

Special Meeting of the SF Public Library Commission, January 19, 2000

Public Comment, Agenda Item #3, City Librarian's Report

Deetje Boler: Is the award by the Gates Foundation announced here actually cash or is it really Microsoft-compatible equipment? Apparently it is equipment explicitly earmarked for particular branches. The impact of this influx on library services needs public discussion, as it will further intrude upon library resources, space and access to and attention to books. The POE did not include as one of its recommended solution to the space problems in the new Main the possibility of grouping all the Internet and email-capable terminals in one area. To protect the basic books function of the library from further erosion, I suggest splitting the Internet-related functions into a new, separate City Department. This will relieve the Library of the space pressure, the cost, and librarians' burden of supervising its use.

Public Comment, Agenda Item #6, Budget Workshop

Deetje Boler: In a report dealing with $40+ million, the lack of indication of whether the figures therein refer to hundreds, thousands or millions of dollars should be corrected; it causes the reader confusion and uncertainty in having to make assumptions how much is really referred to.

Are the LPF funds and revenues referred to Prop E funds? If so, it is not clear that these are spent on books and hours, as mandated by Prop E. This should be made explicit.

The report budgets "$60" ($60,000?) for "Book Theft System (2)". There must be some less objectionable way to detect un-checked-out books than intolerable high-pitched screeches. I am dismayed to learn that similar systems are being planned for branches. There must be some better way to detect un-checked-out books that will not disturb patrons trying to enjoy their bookish pursuits.

Public Comment, Agenda Item #7, Union Report

Deetje Boler: I was shocked to hear that Sunday librarians are working on comp time. Where is the Prop E money that should be paying for this? A clear finding of the recent Prop E hearings was that library patrons want more Saturday and Sunday hours. These findings have been studiously ignored, as it was announced at the outset that there was no money for increased hours, that hours would just be moved around. I am not aware of any reports by the administration during the hearings that Sundays are the second busiest day of the week, as was just now reported. This information underlines the public's desire for those hours, and Prop E funds should be available for them.

Public Comment, Agenda Item #9, Public Comment

Deetje Boler: The book theft system is an abomination that sends high-pitched beeping through the atrium to all the exposed floors. The alarm is set off by a variety of materials, such as an audiotape I was carrying on my person the other day. I witnessed recently three instances of false alarms within a few minutes of each other. So the system is not only objectionable, it is ineffective. It is also a health hazard. The RFP required that the POE check the EMF readings throughout the Library. The security gate gives off an electromagnetic-field millegauss reading of 100, which is very high and which the guard stands within for hours at a time. Something the Union should look into.

City and County of San Francisco

Master Report

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 992324 **File Type:** Resolution **Status:** Passed

Enacted: 3-00 **Effective:**

Version: 1 **Reference:** **In Control:** Mayor

File Name: Visitacion Valley Branch Library **Introduced:** 12/20/1999

Requester: **Cost:** **Date Passed:** 1/13/2000

Comment No fiscal impact. **Title:** Resolution urging the Library Commission, the San Francisco Public Library, the City Librarian, and the Mayor's Office to work with the Visitacion Valley Branch Library to acquire a permanent space for the branch immediately.

Indexes: **Sponsors:** Teng

History of Legislative File 992324

Ver	Acting Body	Date	Action	Sent To	Due Date	Pass/Fail
1	President	12/20/1999	REFERRED FOR ADOPTION WITHOUT COMMITTEE REFERENCE AGENDA AT THE NEXT BOARD MEETING			
1	Board of Supervisors	1/4/2000	ADOPTED			P
1	Mayor	1/13/2000	APPROVED			

Post-it™ brand fax transmittal memo 7671 | # of pages ▸

To Susan Hilroff	From Jessica Feier
Co. Library	Co.
Dept. 557-4232	Phone # 554-4952
Fax # 557-4234	Fax # 554-4985

FILE NO. ____992324_____ RESOLUTION NO. _____

[Visitacion Valley Branch Library]

URGING THE LIBRARY COMMISSION, THE SAN FRANCISCO PUBLIC LIBRARY, THE CITY LIBRARIAN, AND THE MAYOR'S OFFICE TO WORK WITH THE VISITACION VALLEY BRANCH LIBRARY TO ACQUIRE A PERMANENT SPACE FOR THE BRANCH IMMEDIATELY.

WHEREAS, The Visitacion Valley Branch Library is currently among the smallest of the branch libraries in the San Francisco Public Library system; and,

WHEREAS, The Visitacion Valley Branch Library is now housed in rented property that is in deplorable condition; and,

WHEREAS, The Visitacion Valley Branch Library serves a growing and diverse population of residents, including youth from four schools in the surrounding area; and,

WHEREAS, Over the past five years, demand for library services at the Visitacion Valley Branch Library has increased tremendously, with circulation growing by as much as 20 percent over the past year alone; and,

WHEREAS, The Visitacion Valley Branch Library has received grants to install eight personal computers, however due to the current space constraints and the insecure nature of the building, branch administrators are unable to expend the grant to install the personal computers; and,

WHEREAS, Neighborhood activists and library administrators have been working together to address the impending crisis at Visitacion

Valley Branch Library brought about by the increasingly unsafe conditions and the lack of space; and,

WHEREAS, There is widespread support among the Visitacion Valley community for providing a permanent space for the library by purchasing the existing space, as well as the adjacent space that is currently available, and renovating the building; and,

WHEREAS, The need for the library to find a new and permanent location is pressing given the unsafe nature of the current location; now therefore be it,

RESOLVED, That the Board of Supervisors of the City and County of San Francisco hereby urges the Library Commission, the San Francisco Public Library, the City Librarian, and the Mayor's Office to work with the Visitacion Valley Branch Library to acquire a permanent space for the branch immediately.

Library Commission

FY 2000-01
Budget Planning Report

January 19, 2000

Y2K BASELINE REVENUE TARGET

Library Preservation Fund	$18
General Fund	$29
Total	$47

Increase over current year	8.6%

provides up to a $3.7 million
increase over baseline budget
(current year less one-time costs)

Discretionary Revenue Sources

General Fund Subsidy

LPF Reserve

NOTE: All figures are preliminary.

COLLECTIVE BARGAINING		
SALARY INCREASES		$1,400
COLLECTION (BOOKS & MATERIALS)		
BOOK BUDGET INCREASE (6.25%)		$250
RETROSPECTIVE CONVERSION (CATALOG)		$30
BOOK THEFT SYSTEM (2)	ONE-TIME	$60
FACILITIES		
BRANCH ROOF PROJECTS/MAIN. & REPAIR	ONE-TIME	$490
BLDG. MAINTENANCE & EMERG. REPAIR		$150
UPGRADE BRANCH ELECTRICAL	ONE-TIME	$390
VISITATION VALLEY RENOV. & FF&E	ONE-TIME	$150
INGLESIDE FF&E, LEASE, OPS.	OT/PERM	$118
OPERATIONS STAFF (VARIOUS)		$213
TECHNOLOGY IMPROVEMENTS		
REPLACE PCS & NON-GRAPHIC TERMINALS	ONE-TIME	$200
MAIN NETWORK UPGRADE	ONE-TIME	$100
ERGONOMIC FF&E	ONE-TIME	$100
BRANCH CONVERSION TO GUI	ONE-TIME	$231
2.0 TECHNICIANS		$88
PUBLIC SERVICE STAFFING		
MAIN (GLC ARCHIVIST/ACCESS SRVCS LIB.)		$47
OCYS (TEEN SRVC LIBRARAINS)		$103
PUBLIC AFFAIRS (GRAPHIC ARTIST)		$40
TECHNICAL SERVICES		$62
SALARY SAVINGS ADJUSTMENT		-$538
TOTAL		$3,684
PERMANENT/ONGOING		$1,914
ONE-TIME EXPENSES		$1,770

NOTE: ALL FIGURES ARE PRELIMINARY.

New Positions Funded via reallocation of salary savings increase

Automation - (2.0 1012)	$88,250
OCYS - Teen Srvcs Librarians (2.0 3630)	$103,384
Operations - Sec. Officer (1.0); Custodian (1.0); Laborers (2.0); Purchaser (1.0)	$213,166
Main - Librarians - GLC Archivist/Access Srvcs (0.70 FTE)	$46,653
Techn Srvcs - Asst. Chief - (1.0 3634)	$61,617
Public Affairs (1.0 Graphic Artist)	$39,841
Increase Salary Savings by 1.5%	-$538,310
Total	$14,601

	Base	Proposed	Revised	chng
LPF Fund Balance	$1,155		$1,155	0.0%
LPF Revenue a/	$17,504	$724	$18,228	4.1%
GF Transfers b/	$27,980	$408	$28,388	1.5%
Total Sources	$46,639	$1,132	$47,771	2.4%
Budget	$45,484	$1,602	$47,086	3.5%
Available	$1,155	-$470	$685	

Program Uses PLF	$408
Vis Valley Purchase	$659
Ingleside FF&E	$145
Branch Electrical Upgrades	$390
Total	$1,602

a/ base includes $946k appropriation from reserve

b/ Includes $1.323 subsidy from the General Fund

Note: All figures are preliminary.

	Base	change	Revised	Chng.
LPF Fund Balance	$685	$0	$685	0.0%
LPF Revenue a/	$16,558	$1,442	$18,000	8.7%
GF Transfers b/	$26,657	$2,343	$29,000	8.8%
Total Sources	$43,900	$3,785	$47,685	8.6%
Budget c/	$43,259	$3,684	$46,943	8.5%
Available	$641	$101	$742	

a/ Base excludes $946k appropriated from the reserve in FY 1999-00.

b/ base excludes $1.323 million in GF Subsidy appropriated in FY 1999-00.

c/ Base excludes $2.225 million in one-time expenses budgeted in FY 1999-00.

Note: All figures are preliminary.

DOCUMENTS DEPT.

MAY 17 2000

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A.
Vice President

Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Darian W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION (Approved as amended 2/1/00)
Minutes of the special meeting of Wednesday, January 19, 2000

The San Francisco Public Library Commission held a special meeting on Wednesday, January 19, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:36PM by President Llorente.

The following members were noted present: President Llorente, Commissioners Chin, Coulter, Higueras, Llorente, and Steiman.

President Llorente announced that in accordance with new requirements of the Sunshine Ordinance strict adherence to an equal three minute time limit on public comment would be maintained.

CLOSED SESSION

MOTION: By Vice President Higueras, 2nd by Commissioner Coulter to go into closed session pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) for the purpose of evaluation of the City Librarian, Regina Minudri's performance and employment.

Public Comment: An anonymous member of the public reported familiarity with Ms. Minudri's incapacity and expressed concern for her recovery, pointed out that new Sunshine Ordinance requirements mandate that closed session participants be identified, and reminded the Commissioners of the limits on topics which may be addressed during a closed session.. Mr. Peter Warfield inquired concerning the legal situation related to a requirement that the City Librarian make quarterly reports to the Commission on grants received by the Library. He further noted that the most recent report he had discovered was dated April 1999.

ACTION: 5-0 Aye (Chin, Coulter, Higueras, Llorente, and Steiman)

The Commission went into closed session at 5:39PM

(Participants in the closed session were: President Llorente, Vice President Higueras, Commissioner Chin, Commissioner Coulter, Commissioner Steiman, Deputy City Librarian Susan Hildreth, and Michael Housh, Commission Secretary.)

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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The Commission returned from closed session at 6:08PM

MOTION: By Vice President Higueras, 2nd by Commissioner Chin pursuant to San Francisco Administrative Code Section 67.12(a): that due to the Personnel nature of the topic not to disclose any of the information discussed in the closed session evaluation of City Librarian Regina Minudri.

President Llorente noted that no action had been taken.

Public Comment: An anonymous member of the public thanked the Commission for additional opportunity to comment, inquired concerning any action that might have been taken, expressed a question concerning Vice President Higueras' remark that the decision not to disclose was related to the personnel topic discussed, again reminding the Commissioners that the appropriate criteria for non-disclosure was the resulting public benefit of non-disclosure over disclosure.

(a public comment summary statement as authorized by San Francisco Administrative Code section 67.16 was submitted on Agenda item #1.)

ACTION: 5-0 Aye (Chin, Coulter, Higueras, Llorente, and Steiman).

APPROVAL OF MINUTES of the regular meeting of January 4, 2000.

Public Comment: An anonymous member of the public called attention to the lack of some punctuation marks in the draft minutes on the Library's website, but observed they were included in the public comment summary appendix. The anonymous member of the public expressed strong disagreement with the manner in which the newly required "public comment summary statements, were included in the Minutes. The anonymous member of the public additionally pointed out a misspelling of Gray Brechin's name and noted that he held a doctorate and had so identified himself. Mr. Peter Warfield identified Gray Brechin as the speaker in a previously referenced comment, re-emphasized that the point of his comments was that the hours and book budget had not gone up at all since the first year of Prop. E.. Mr. Warfield also suggested additional issues raised during the presentation on the Post Occupancy Evaluation (POE) Report might also be included. He further suggested that other points raised by members of the public regarding recommendations potentially impacting the Library for the Blind and Print Disabled, including availability of daylight, be noted. Ms. Lurilla Harris inquired regarding frequent references in the Minutes to anonymous members of the public and asked why individuals speaking were not identified. She suggested that the apparent multitudes of individuals speaking anonymously might be asked to give their names as

(a public comment summary statement as authorized by San Francisco Administrative Code section 67.16 was submitted on Agenda item #2.)

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she freely gave hers. She expressed wonderment when informed that all of these references referred to one individual.

Commissioner Steiman pointed out a misspelling of Mr. Coll's name. Several Commissioners requested that members of the public such as Gray Brechin , Ph.D. be so identified in the Minutes if they so identified themselves.

Several Commissioners noted confusion could be created by the reporting of anonymous comments without any indication that there was one or several individuals commenting.

MOTION: approval of the Minutes of the special meeting of January 19, 2000 was moved by Commissioner Chin, seconded by Commissioner Steiman.

.**ACTION:** 5-0 Aye (Chin, Coulter, Higueras, Llorente, and Steiman.

CITY LIBRARIAN'S REPORT

Deputy City Librarian, Ms. Hildreth reported on the final stage of the Main Library's re-carpeting project. The Deputy City Librarian suggested that the Commission hold a special meeting on February 16, 2000 to discuss in detail the Post Occupancy Evaluation (POE) final report. Ms. Hildreth noted various locations where copies of the POE would be available. Ms. Hildreth informed the Commissioners that the Library had received a $227, 250. grant from the Bill and Melinda Gates Foundation for improvements to computer access at targeted libraries. She reported that the Bayview-Wadden, Bernal Heights, Chinatown, Eureka Valley-Harvey Milk, Golden Gate, Mission, North Beach, Park, Portola, Potrero, Presidio, Richmond, the Main Library, Visitacion Valley, and the Western Addition Branches would receive new computer equipment. Additionally it was noted that the library system would receive another Gates Foundation grant of $35,650 allowing the creation of a regional training lab for staff and patron training in computer management and access.

Public comment: An anonymous member of the public noted the Commission's "defense" of his right to speak anonymously, expressed concern that the Commission closely monitor grants, and urged the Commission to review grants on a systematic basis. Ms. Deetje Boler expressed concern with the acceptance of the grant, whether the grants were in money or equipment, about possible impact on library services, and suggested that this grant would lead to further erode the library's attention to books. Ms. Boler suggested that a way to address space concerns raised in the Post Occupancy Evaluation of the Main Library would be to group all of the Internet terminals in one location. She suggested that all Internet and email functions be shifted to a separately administered and funded city department. Ms. Boler urged careful review of the grant and consideration of

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additional costs that may be created by acceptance of the grant. Ms. Barbara Berman, Friends and Foundation of the Friends San Francisco Public Library, hailed receipt of this grant as a significant step forward in the library's efforts to end a digital divide making computer access and literacy more available to minority and economically disadvantaged neighborhoods and communities. Mr. Peter Warfield called attention to the difficulties facing the Commission in making budget choices. He further observed that these grant funds exceed budgeted amounts for books and other areas of staff training creating a strong influence on the mission and program of the library. He re-emphasized his belief in the importance of the Commission receiving and making available to the public regular grants reports.

(a public comment summary statement as authorized by San Francisco Administrative Code section 67.16 was submitted on Agenda item #2.)

Vice President Higueras noted that the Commission had expressed concerns with infrastructure costs associated with acceptance of grants and requested staff reports concerning non-grant costs incurred as implementation of proposed program goes forward. Commissioner Steiman pointed out that the Commission had specifically directed staff to undertake such infrastructure upgrades to improve computer access, (eg. T1 lines) whenever funding was available. She additionally noted that the new City Charter has shifted authority for acceptance of grants to the Board of Supervisors leaving ongoing oversight as the Commission's role.

MOU FRIENDS AND FOUNDATION

Deputy City Librarian Susan Hildreth made a brief presentation highlighting the principle aspects of the draft Memorandum of Understanding (MOU) between the San Francisco Public Library and the Friends and Foundation of the San Francisco Public Library and noting differences with the individual Memorandums of Understanding with the former Library Foundation and the Friends. She then introduced the Friends and Foundation President Dale Carlson, who informed the Commission that the Board of the Friends and Foundation had approved the proposed agreement with the Library at its January 2000 meeting. He also noted that the Friends and Foundation believed the agreement created a sound foundation for continuing their previously very successful efforts to support the work of the public library system.

Public comment: Mr. Jim Kirwin inquired as to a rush to approve the MOU noting that the discussion of the Post Occupancy Evaluation could have impact on related space allocation decisions in the Main Library. He expressed skepticism concerning likely benefits deriving from the MOU and suggested it was inappropriate that a private organization raise funds for the library. An anonymous member of the public

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commented on Mr. Carlson's previous efforts on behalf of the Library. The anonymous member of the public expressed concerns various aspects of the MOU, expressing strong reservations with granting a private organization so powerful role in the public library. Mr. Peter Warfield expressed concern with the role assigned to the City Librarian under the proposed agreement given the absence of the City Librarian.

(a public comment summary statement as authorized by San Francisco Administrative Code section 67.16 was submitted on Agenda item #4.)

Responding to an inquiry by President Llorente, Deputy City Attorney Adine Varah indicated that in the absence of the City Librarian, the Deputy City Librarian would fulfill the role assigned to that office under the agreement. Commissioner Steiman noted that this was the initial discussion of this agreement, proposed to study it thoroughly, and expressed satisfaction with the terms as they had thus far been presented. Commissioner Chin asked concerning how the minimum contribution figure of $200,000 per year had been set. The process used to choose that amount was outlined by Mr. Carlson, who additionally reported that amounts significantly higher than that figure were certain to be contributed. Vice President Higueras expressed the hope that this document would assuage concerns with the critically important role played by private support for the public library.

BRANCH LIBRARY FACILITIES REPORT

Deputy City Librarian Susan Hildreth discussed conditions in the library's leased branch library facilities and described proposals to address specific situations in two of the five branches in leased facilities, (Glen Park, Ocean View, Ingleside, Portola, and Visitacion Valley). She suggested priorities for improvement in these branches in response to inquiries from the public, the Mayor, and the Board of Supervisors. Ms. Hildreth detailed specific challenges at the existing Visitacion Valley and Ingleside branch Libraries. A Board of Supervisors resolution (copy attached) calling for purchase of the Visitacion Valley Branch building and possible costs of such a project were presented. Ms. Hildreth then discussed the various benefits and costs related to a potential relocation of the Ingleside Branch to the former bank of America facility on Ocean Avenue. The Deputy City Librarian detailed budgetary considerations involved in both projects and proposed to continue to work the Department of Real Estate Department to finalize a proposal to meet the neighborhood's library services needs. She then introduced Mr. James Swarthout, a civic leader in the Ingleside District, to outline the extensive efforts made by neighborhood community, civic, and business groups to improve their local library by relocating it to a better facility
in the former Bank of America Building on Ocean Avenue. Petitions supporting the

relocation, photographs, and information concerning the proposed new facility were mentioned.

Public comment: Mr. Al Lewis, Ocean View Library Committee recommended his support for the relocation of the Ingleside branch to make available the space needed for more books and computer access for the community. He noted eighteen schools in the area of the proposed new branch that would benefit from improved service at the former Bank of America Building. Mr. Myron Seeman, 507 Campbell Avenue presented petitions containing 200 names urging that the Library take action to improve the Visitation Valley Branch Library, discussed likely locations and issues of concern with his neighborhood library, praised the dedication and hard work of the current branch library staff, and discussed the needs of a diverse multigenerational and ethnic neighborhood. Ms. Dorcas Thomas, Friends of the new Ocean View Library Committee to add its support for improvements of both the Visitacion Valley and Ingleside Branch Libraries. Ms. Fran Martin, Visitacion Valley Planning Alliance, spoke strongly in favor of the library's purchase and improvement of the existing branch library building at 45 Leland Avenue as a important contribution to the overall improvement of her neighborhood. Mr. Douglas Moran, Co-Chair Friends of the New Ocean View Library Committee introduced his daughter as representing those whose future needs can best be met by relocation and improvement of the Ingleside Branch Library. He discussed an extensive array of ongoing improvements being undertaken to make their neighborhood better, volunteering to assist in making this proposal a reality. Ms. Mary Harris, Vice Chair, Ocean View-Merced-Ingleside (OMI) Neighbors in Action, announced its support for the effort to relate and improve the Ingleside Branch, noting Ingleside residents support for the construction of the new Ocean View Branch Library at a time when their own library services needs were growing. She outlined specific benefits relocation of the Ingleside Branch could produce. An anonymous member of the public discussed his familiarity with the circumstances at these branches, observed that the Visitacion Valley Branch is located in a depressed area and noted similarities with the circumstances involved with the closure of the Bank of America facility in the Ingleside neighborhood. The anonymous member of the public further expressed concern with the nature of the agenda item because explanatory documents needed address the issues listed were not included. Mr. James Swarthout discussed ways that with private sector assistance the Visitacion Valley Branch could be expanded at a more reasonable cost than those projected by the Department of Public Works. Mr. Dan Weaver, OMI Neighbors in Action-Ocean Avenue Renaissance Committee urged relocation of the Ingleside Branch Library noting the cramped and inadequate space currently occupied. He expressed his

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belief that the Ingleside Library's relocation would significantly benefit all of the various neighborhoods in that area of the city. Mr. Peter Berend requested that Commissioners agreed to relocate the branch library to the former Bank of America building as both an significant neighborhood landmark and a wonderful space for meeting its growing needs for library services. Ms. Cathy Bremer, of the Librarians' Guild, while acknowledging the needs for improved library services in these branches, raised concerns that there are going to be significant other costs aside from those of more space, expressing concern that without adequate staffing, problems would develop. Ms. Deetje Boler suggested caution in choosing the former Bank of America Ocean Avenue facility describing its continuing use a bank with active ATMs, a reportedly dangerous corner for accidents, and that there were other locations in the neighborhood in non-commercial areas without some of these problems such as parking. Mr. Peter Warfield noted that while he agreed with all of the previous speakers, urged full consideration of all of the issues involved in providing branch library services. He also noted mention of security concerns with computers as a potential hidden cost of grant funded programs.

(a public comment summary statement as authorized by San Francisco Administrative Code section 67.16 was submitted on Agenda item #5.)

President Llorente informed a member of the public who had already spoken that he would have to wait until the Public Comment agenda item to again address the Commission on this issue. Commissioner Steiman emphasized the current inequality in the library services provided to the southern neighborhoods of the City. Commissioner Steiman also expressed strong support for improvements at these branches, noting the inadequate nature of all of the current facilities. She proposed to bring a resolution to the Commission to make improvements in these facilities a Commission Policy. She noted some issues with relocating the Ingleside Branch to the Ocean Avenue property. The Commissioner suggested that if more staffing would be needed that Library administration should so inform the Commission. She thanked those attending the meeting and asked for their help with other small branches when it became their turn for improvement. Responding to a question by Commissioner Chin, Mr. Swarthout informed the Commissioners of the efforts the property owner had made and is agreeable to making to have the library occupy the building. Vice President Higueras, noting increasing property costs, urged due dispatch in seizing opportunities to acquire appropriate buildings for branch libraries now housed in inadequate buildings. President Llorente commented on his direct experience with the needs of the Ocean Avenue corridor and expressed his support for undertaking negotiations to assess the feasibility of relocating the Ingleside Branch to the former bank building. He further noted that he was well aware of the great need to improve the Visitacion Valley Branch. He suggested that if the site

could be acquired, gradual improvement could be made in a property the library owned. Responding to a question by Commissioner Chin, the Deputy City Librarian indicated that the San Francisco Public Library would be in a very competitive position to qualify for any Prop. 14, (the proposed library construction bond, that become available. She further noted that any purchase price would count against the 35% local matching requirements to receive such state library bond moneys. Commissioner Steiman expressed hope that those speaking in favor of these proposals also be willing to express their support to the Mayor and the Board of Supervisors. The Deputy City Librarian reported that some of the issues raised by these proposals would be addressed in the budget discussion to follow.

The Commission went into a brief recess at 7:42PM

Commissioner Coulter left the meeting during the recess.

The Commission returned from its recess at 7:53PM

FY 2000/2001 LIBRARY BUDGET REPORT

Library Finance Director, Mr. George Nichols presented a FY 2000-01 Budget Planning Report (copy attached) to the Commission. The Commission was informed that the draft budget would be, per the direction of the Mayor's Budget Office, a baseline only budget and that it was due in the Controller's Office on February 18, 2000. Mr. Nichols discussed details of the report and outlined the various revenue sources and amounts, and projected areas of expenditure proposed for the next fiscal year. $47 million was identified as the baseline revenue amount, representing a $3.7 million increase over the current fiscal year. Mr. Nichols reported on additional General Fund revenues in excess of those required by Prop. E (the Library Preservation Fund) and other sources of library funding. The Library Finance Director then reported on aspects of various expenditures in identified priority areas: collective bargaining, additional funding for the collection, facilities infrastructure needs, technology support, and public service staffing needs. Mr. Nichols then discussed the possibility that the Library might pursue a comprehensive supplemental funding request to the Board of Supervisors to address some of these issues.

Public comment: An anonymous member of the public expressed frustration with the varied means of reporting budget figures without an explanatory key, questioned whether the Commission was implicitly approving moving a library without placing the matter on its agenda specifically as a "Action" item, and further asked when the Commission would formally adopt its budget. Mr. Warfield inquired as to who prepared the budget report and under what authority they did so, asked regarding the elimination of issues related to the Post Occupancy Evaluation (POE) from the budget. and concerning the reporting and expenditure of Prop. E, (the Library Preservation Fund. Mr. Warfield

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decried a lack of increase in the book budget as opposed to increases in technology spending, and spoke in favor of increased staffing and hours. Ms. Deetje Boler expressed frustration with the manner in which the report was presented, finding it difficult to understand what each set of figures referred to without an explanatory key. Ms. Boler requested greater clarity in the report's description of how Prop. E ,(the Library Preservation Fund) moneys were to be spent. She also complained concerning the distracting and annoying noise produced by the materials theft detector, and noted without a key the way its cost was presented was confusing, and questioned the effectiveness of the system.

(public comment summary statements as authorized by San Francisco Administrative Code section 67.16 were submitted on Agenda item #6.)

Responding to questions by Commissioner Steiman, Mr. Nichols informed the Commission that the budget must be submitted to the Mayor by February 18, 2000. Commissioner Steiman expressed frustration with the limited amount of time available for the Commission to review and consider the budget, noting that she would be unable to attend the next Library Commission Meeting when the Budget will be brought to the Commission for its approval. Mr. Nichols additionally informed Commissioner Steiman that $390,000 identified for electrical improvement was for increased electrical capacity not for T1 lines. Mr. Nichols clarified how the salary savings proposal in the report would be implemented. Commissioner Steiman expressed unhappiness that a former Friends and Foundation funded affinity center staff position was now to be funded by the Library. Commissioner Steiman expressed concern that sufficient budget reserve be maintained to insure that staffing needs and deferred maintenance issues could be properly addressed throughout the next five years. The Library Finance Director described the efforts made to maintain prudent reserves and noted that it was his expectation that one time proposals like the Visitacion Valley Branch facility purchase would have impact, but he anticipated a reasonable reserve could be maintained. Commissioner Steiman asked to go on record as being in favor of additional funding being made available for retrospective cataloging. Mr. Nichols clarified the meaning of a figure found in a chart in the report for Commissioner Chin. President Llorente was informed that the proposed purchase of the Visitacion Valley Branch would require approval by the Mayor and the Board of Supervisors. Mr. Nichols reported that the two book theft detection systems listed in the report were to be placed in branch libraries as part of an ongoing expansion of the program. The Deputy City Librarian proposed to look into and report to the Commission concerning how effective the detection systems have been in reducing book theft problems.

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LABOR UNION REPORT

Cathy Bremer, Librarians' Guild, SEIU Local 790, informally commenting in lieu of a making formal guild report mentioned that she was very disturbed to find no increases for staffing in the budget, and that the Union had not been included in negotiations on the budget. Ms. Bremer further suggested that the Union might have to present its concerns about adequate levels of staffing to the Board of Supervisors because there would not be sufficient time to prepare suggestions for Commission consideration prior to its approval of the draft Library Budget at the Library Commission's next meeting. She also noted her unhappiness that librarians who were assigned duty on Sundays were not paid overtime, but were required to accept compensatory time instead. Ms. Bremer also noted concerns with the proposed Friends and Foundation MOU, citing the potential for encroachment of private interests into the public library, particularly regarding funding for positions which she believed should be city funded.

Public comment: Mr. Peter Warfield observed that he used to enjoy going to the old Main Library because he believed that he had received more service from librarians there, but that currently the staff at the Main seemed stressed due to a variety of issues. He found that Branch staff were better able to take time and provide more extensive service to patrons. Mr. Warfield expressed support for more staffing and support for the comments made in the Labor Union Report. Ms. Deetje Boler expressed shock that Librarians were required to accept compensatory time instead of overtime pay and that these issues in her view related directly to patron requests for more Sunday hours raised during the Prop. E, (Library Preservation Fund) Hearings. She also expressed surprise at learning the Sundays were the 2nd busiest day of the week for libraries, noting that this fact sustained her point.

(public comment summary statements as authorized by San Francisco Administrative Code section 67.16 were submitted on Agenda item #7.)

In response to a question by President Llorente concerning the official nature of her report, Ms. Bremer reported that these issues as well as addressing problems created by changing some part-time to full-time positions were topics of frequent discussion among union members. Concerning mandatory payment of compensatory time instead of overtime for certain classes of employees, Ms Bremer informed the Commission that this requirement was a part of the union's existing contract. In response to questions by Vice President Higueras, Ms. Bremer said that there was no time this year to make a formal presentation on its view of what would constitute appropriate staffing for the library system. Vice President Higueras asked that if this was a long-standing concern why had the union not previously raised this matter with the Commission. Commissioner Steiman expressed great dissatisfaction with this year's budget process and suggested that she would not approve any proposal without time for a thorough review and discussion.

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NEW BUSINESS

Vice President Higueras requested that library staff prepare a report on creating a possible process to access existing branch facilities and propose a ways for the Commission's consideration and discussion to move forward with improvements. Additionally, he requested that a plan of action for the Library to pursue state library construction bond funds which could become available if Proposition 14, the state library construction bond proposal on the March 2000 Primary Election Ballot is approved. Commissioner Steiman commented that she would propose that the Commission formally adopt a policy calling for the all branch libraries to be located in city owned buildings. Commissioner Chin requested additional information concerning language in Prop. 14, the proposed state library construction bond proposal supporting cooperative efforts between public libraries and local public school districts. She additionally requested information regarding any potential for shared use of city properties between the library and school district and other city departments. The Deputy city Librarian informed the Commission that there were steps underway to create a facilities plan that would assist this goal.

Public comment: Ms. Deetje Boler observed that available space on the City College campus was located near the proposed relocation site for the Ingleside Branch and merited consideration as a possible site for the branch library. Mr. Peter Warfield expressed puzzlement that in his view many Commissioner suggestions for agenda items never appear on meeting agendas and suggested creation of a mechanism to insure that they did.

PUBLIC COMMENT

Mr. Jack Coll, retired Librarian, mentioned that it was his understanding that city employees were supposed to receive an annual performance evaluation, but noted that many library employees were not reviewed sometimes for many years at a time, after the probationary period. Mr. Coll commented that in his view this resulted in the creation of a culture in the library of acceptance of substandard work and thereby increased burden on dedicated staff. An anonymous member of the public lauded the previous speaker's observations on institutional culture, decried the Library Commission's failure to follow through on the proposed creation of a "Committee of 14 Thoughtful Citizens" to advise them. The anonymous member of the public additionally expounded on the implications and results of the existence of a "Ha ha, we lied" vs. Gotcha" game perpetuated between the Library Commission and its critics. Ms. Cathy Bremer, Librarians' Guild, SEIU Local 790 commented that that Library had never had a staffing plan, nor had the Union ever received a staffing table, nor information concerning exactly how many staff positions

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existed. She noted that she did not feel that the Deputy Librarian was at fault in this matter and looked forward to working with her to address these issues in contract negotiations. Ms. Deetje Boler further elaborated on her recent negative experiences and dissatisfaction with the annoying noise and unreliability of the existing materials theft detection system and strongly urged its replacement. She additionally expressed concerns with the electromagnetic field generated by the devices. Mr. Peter Warfield agreed with the previous speaker's complaints about the security system. Additionally, he suggested elimination of beeping signals connected with use of patrons' library records. Mr. Warfield suggested that he would prefer that the library expend more resources on books rather than technology upgrades. He also thanked the Commissioner (Steiman) who called for allocation of resources to improvement of the online catalog.

(public comment summary statements as authorized by San Francisco Administrative Code section 67.16 were submitted on Agenda item #9.)

In response to a question by Commissioner Steiman, the City Librarian identified the current staffing table as a public document and proposed to make it available to the Library unions upon request. Commissioner Steiman urged library patrons to express their support for library programs they supported to the Mayor

ADJOURNMENT

MOTION: by Commissioner Chin, 2nd Vice President Higueras

Public comment: none offered

ACTION: 4-0 Aye (Chin, Higueras, Llorente, and Steiman)

The meeting was adjourned at 9:21PM

Michael Housh, Library Commission Secretary 1/28/00

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and are neither generated by, nor is their content subject to approval by, the San Francisco Public Library Commission.

Minutes of the Special Commission Meeting
of January 19, 2000

Appendix A

The Public Comment Summary Statements included in these draft Minutes are authorized by San Francisco Administrative Code Section 67.16. .

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Comments submitted by an anonymous citizen.

Minutes of the Special Commission Meeting of January 19, 2000

Appendix A

Public Comment Summary Statement as authorized by San Francisco Administrative Code Section 67.16. These summary statements are provided by the speaker and are neither generated by, nor is their content subject to approval by, the Public Library Commission.

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 19, 2000

Public Employee Performance Evaluation: City Librarian, Regina Minudri
Item 1 Closed Session:

"It is assumed that everyone knows that Ms. Minudri has not been on the job in some time due to the onset of a serious health problem. Of course, everyone has a concern for her health, and that concern transcends any ideological or political issues. Yet she has not been working and the update of her condition on the library's website states that she is looking forward an extended ocean cruise. This being so, there must be very few things that the commission could discuss within the strict limitations of the term "performance evaluation" under the law.

It is also important to bring to the commission's attention that under the new provisions of the Sunshine Ordinance it is even clearer than in the past that there must be an announcement of the persons attending any closed session."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 19, 2000

Public Employee Performance Evaluation: City Librarian, Regina Minudri
Item 1 Open Session:

"It is a wonder and a delight to be able to speak at this juncture on the agenda.

It is somewhat confusing for Commissioner Higueras to announce that the decision to not disclose any information from the closed session is because it is "personnel driven." The standard for disclosure is whether the public benefit in disclosure outweighs the public benefit in non-disclosure."

Minutes of the Special Commission Meeting of January 19, 2000

Appendix A

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San Francisco Public Library Commission Meeting, January 19, 2000

Approval of the Minutes
Item 2:

"It is still true, after several months, that the version of the Minutes on the website has all of the quotation marks and apostrophes stripped out, so that "bad" library become bad library, and "peeling an onion" approach, becomes peeling an onion approach. At least the summaries of public comment by the "anonymous citizen" appear with the apostrophes and quotation marks intact.

The handling of those summaries as completely separate shows the Commission's contempt for the open meetings law. It serves everyone's interests that your contempt for the law be as obvious a possible.

Mr. Brechin, on page 7, identified himself as Dr. Brechin, which should be respected."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 19, 2000

City Librarian's Report
Item 3:

"I thank the Commission president for recognizing my right to identify myself as anonymous in the previous discussion. In my public comment, I confine myself to the subject at hand and do not speculate on others' motives. It is regrettable that Commissioner Coulter does not adhere to that standard (when he said "confusion" was the motive).

The announcement, not on the agenda, regarding a Gates Foundation grant indicates again that the Commission should go back to its program of consistently reviewing all grants for their policy implications."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 19, 2000

Friends and Foundation MOU
Item 4:

"It is true that the Friends and Foundation perform a number of good works. This should not blind us to the underlying meaning of this MOU in a public context.

The public library has developed, over many decades, traditions of public service. That it is public is of its essence. Public librarianship has a long tradition of public values and public service. The public library is a department of a local public agency, namely the government of the City and County of San Francisco.

Allowing a private nonprofit such a prominent role in this institution, the pubic library, cannot help but represent a danger to that public role."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 19, 2000

Library Branch Facilities Report
Item 5:

"There is a problem with the general nature of the announcement of this item on the agenda and what turns out to be the specific nature of the proposals now under discussion. People have a right to a meaningful agenda item. There are also documents under discussion which were not listed as explanatory documents.

The fact that there is a proposal about Visitacion Valley puts into relief the Commission's recent decision to reduce the hours at Visitacion Valley to 31, the lowest number of weekly hours of any branch in San Francisco.

The cases of both Visitacion Valley and Ingleside regarding the placement of the branch and its contribution to business activity illustrates how the library becomes emblematic of many neighborhood issues that may be related to library service and also may not."

Minutes of the Special Commission Meeting of January 19, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 19, 2000

Library Budget Report
Item 6:

"With regard to both this item and the previous item, there have been statements by library officials that they have heard the interests of the Commission and will proceed accordingly. This is in many ways a de facto decision by the Commission and could be interpreted as an action even though there was no action item on the agenda. On the previous item, did the Commission decide to move a library even though there was no agenda item and no actual vote? It is not clear.

With regard to this item, When is there going to be an actual approval by the commission of the budget that must be submitted?"

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 19, 2000

Public Comment
Item 9:

"The comments of the previous speaker with respect to the culture of this institution were very interesting and provide an introduction to my comments. It is very important to realize that institutions do have cultures, which become self-perpetuating. This is now commonly recognized by social thinkers and scientists.

If the Commission had followed through on its proposal of several years ago to implement a committee of fourteen thoughtful citizens, those citizens might have thought about this institution. One of the things they would have realized, with just a little thought, is that what I call the "Ha, ha, We lied" game and you call the "gotcha" game is the same game. It is not a different point of view. It is literally the flip-side of the same game.

What is important is that I learned the game from the library. The library did not learn it from me."

Minutes of the Special Commission Meeting
of January 19, 2000

Appendix A

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Comments submitted by Ms. Deetje Boler

Appendix A

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Special Meeting of the SF Public Library Commission, January 19, 2000

Public Comment, Agenda Item #3, City Librarian's Report

Deetje Boler: Is the award by the Gates Foundation announced here actually cash or is it really Microsoft-compatible equipment? Apparently it is equipment explicitly earmarked for particular branches. The impact of this influx on library services needs public discussion, as it will further intrude upon library resources, space and access to and attention to books. The POE did not include as one of its recommended solution to the space problems in the new Main the possibility of grouping all the Internet and email-capable terminals in one area. To protect the basic books function of the library from further erosion, I suggest splitting the Internet-related functions into a new, separate City Department. This will relieve the Library of the space pressure, the cost, and librarians' burden of supervising its use.

Public Comment, Agenda Item #6, Budget Workshop

Deetje Boler: In a report dealing with $40+ million, the lack of indication of whether the figures therein refer to hundreds, thousands or millions of dollars should be corrected; it causes the reader confusion and uncertainty in having to make assumptions how much is really referred to.

Are the LPF funds and revenues referred to Prop E funds? If so, it is not clear that these are spent on books and hours, as mandated by Prop E. This should be made explicit.

The report budgets "$60" ($60,000?) for "Book Theft System (2)". There must be some less objectionable way to detect un-checked-out books than intolerable high-pitched screeches. I am dismayed to learn that similar systems are being planned for branches. There must be some better way to detect un-checked-out books that will not disturb patrons trying to enjoy their bookish pursuits.

Minutes of the Special Commission Meeting of January 19, 2000

Appendix A

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Public Comment, Agenda Item #7, Union Report

Deetje Boler: I was shocked to hear that Sunday librarians are working on comp time. Where is the Prop E money that should be paying for this? A clear finding of the recent Prop E hearings was that library patrons want more Saturday and Sunday hours. These findings have been studiously ignored, as it was announced at the outset that there was no money for increased hours, that hours would just be moved around. I am not aware of any reports by the administration during the hearings that Sundays are the second busiest day of the week, as was just now reported. This information underlines the public's desire for those hours, and Prop E funds should be available for them.

Public Comment, Agenda Item #9, Public Comment

Deetje Boler: The book theft system is an abomination that sends high-pitched beeping through the atrium to all the exposed floors. The alarm is set off by a variety of materials, such as an audio tape I was carrying on my person the other day. I witnessed recently three instances of false alarms within a few minutes of each other. So the system is not only objectionable, it is ineffective. It is also a health hazard. The RFP required that the POE check the EMF readings throughout the Library. The security gate gives off an electromagnetic-field millegauss reading of 100, which is very high and which the guard stands within for hours at a time. Something the Union should look into.

DOCUMENTS DEPT.

JAN 2 8 2000

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, February 1, 2000**
TIME: **5:30 PM**
PLACE: **Koret Auditorium**
Main Library, lower level

The meeting will be called to order

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A.
Vice President

Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Marian W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

AGENDA*:

1. APPROVAL OF THE MINUTES — **ACTION**

Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of January 19, 2000.

Explanatory Document: Draft Minutes

2. CITY LIBRARIAN'S REPORT — **DISCUSSION**

by Deputy City Librarian Susan Hildreth

(This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements) Grants Activities Report, Eureka Valley/Harvey Milk Branch update, and a tool lending library update

Explanatory Document: grants activities report

3. OCEAN VIEW CONSTRUCTION REPORT — **DISCUSSION**

by Mr. Edgar Lopez, Department of Public Works

A status report on and discussion of the construction of the new Ocean View Branch Library.

Explanatory document: construction progress report.

4. FRIENDS AND FOUNDATION MOU — **ACTION**

Presentation of, discussion of, and possible action to approve a proposed Memorandum of Understanding (MOU) between the Friends and Foundation of the San Francisco Public Library and the Library and a proposed recommendation for Board of Supervisors approval of the MOU.

Explanatory documents: Deputy City Attorney cover memo, 1/25/00 draft MOU between SFPL and Friends and Foundation, MOU summary-key changes.

5. **INGLESIDE BRANCH-PROPOSED LEASE OF SPACE ACTION**
Discussion and possible action to authorize the Library staff, in collaboration with the Department of Real Estate, to enter into lease negotiations for the use of the former Bank of America building on Ocean Avenue as a site for the Ingleside Branch.

6. **VISITACION VALLEY BRANCH-PROPOSED PURCHASE ACTION**
Discussion and possible action to authorize the Library staff, in collaboration with the Department of Real Estate, to enter into negotiations for the purchase of the Leland Avenue facility, currently leased for use as the Visitacion Valley Branch, for continued use as the Visitacion Valley Branch Library.

7. **LIBRARY BUDGET** **ACTION**
Presentation on, discussion of, and possible action to approve a draft FY 2000-2001Library Budget; including a report on budget processes, administrative procedures, and finance issues by Library Finance Director George Nichols.
Explanatory document: Draft FY 2000/2001 Library Budget Documents

8. **UNION REPORT** **DISCUSSION**
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

9. **NEW BUSINESS** **DISCUSSION**
(This item is to allow Commissioners to introduce new agenda items for future consideration.)

10. **PUBLIC COMMENT** **DISCUSSION**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

11. **ADJOURNMENT** (requires motion and public comment) **ACTION**

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.

1/26/99 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Rachel Arnstine O'Hara, Clerk, the Sunshine Ordinance Task Force, City Hall, Room 362 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or at 415/554-6171 ph. 415/554-6177 FAX and website at Rachel_ArnstineO'Hara@ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/12/00

CITY AND COUNTY OF SAN FRANCISCO

LOUISE H. RENNE
City Attorney

OFFICE OF THE CITY ATTORNEY

ADINE VARAH
Deputy City Attorney

DIRECT DIAL: (415) 554-4670
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MEMORANDUM

TO: Michael Housh, Secretary to the San Francisco Public Library Commission

FROM: Adine K. Varah
Deputy City Attorney

DATE: January 25, 2000

RE: 1/25/00 Revised Draft MOU between the San Francisco Public Library ("Library") and the Friends and Foundation

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As you requested, attached please find a revised draft of the Memorandum of Understanding ("MOU") between the Library and the Friends and Foundation, dated January 25, 2000 for review by the Library Commission. The contents of this draft are identical to those of the January 14, 2000 draft, with some minor exceptions. Specifically, I have revised and clarified Section 1.5 (Notice of Terms of Pledges and Gifts) on page 5 by deleting the last three sentences and adding a sentence that reads, "[w]ith respect to disclosure of gift and donor information, both parties agree to comply with all applicable laws, including any applicable provision of Chapter 67 of the San Francisco Administrative Code (the "Sunshine Ordinance")." In addition, I have corrected and clarified the references to the "San Francisco Public Library" and the "San Francisco Public Library Commission" on page 1 of the MOU.

As we discussed, please distribute this cover memorandum to the Commissioners together with the revised draft of the MOU. Please call me if you have any questions or concerns.

enclosure

cc: Susan Hildreth, Deputy City Librarian
Ernest Llorente, President, San Francisco Public Library Commission

01/25/00 DRAFT

MEMORANDUM OF UNDERSTANDING
(San Francisco Public Library/Friends and Foundation)

THIS MEMORANDUM OF UNDERSTANDING ("MOU"), dated as of July 1, 1999, is by and between the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City"), acting by and through the San Francisco Public Library ("Library"), and the FRIENDS AND FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY, a California non-profit public benefit corporation ("Friends and Foundation").

RECITAL OF FACTS AND CIRCUMSTANCES.

This MOU is made with reference to the following facts and circumstances:

A. The City's Main Library building (the "Building") is in the Civic Center. The San Francisco Public Library Commission (the "Commission") has jurisdiction over the Building and is responsible for its operation. The Building, consists of a total of approximately 387,000 square feet, and includes, among other facilities, space for offices and a gift store.

B. The Friends and Foundation is a non-profit 501(c)(3) corporation devoted to: (i) assisting in the development of the San Francisco Public Library, which is a City department currently consisting of the Main Library and 26 branch libraries (the "Library") whereby the Library might develop further into one of the truly fine public libraries in the Nation, meet national library standards as set forth by the American Library Association, and fulfill its literary and educational purpose; (ii) consulting with, procuring the aid and cooperation of, and making recommendations and suggestions to the Library Commission, Board of Supervisors, the Mayor, and other boards, commissions and authorities having jurisdiction over library matters for the continued betterment of the San Francisco Public Library; (iii) encouraging gifts of rare, expensive, and other goods, properties and materials which the Library would not otherwise be able to secure; and (iv) promoting the public use of the Library and appreciation of its value as a cultural and educational asset to the community and encouraging related activities which will enhance the Library's position in the community.

C. The Friends of the San Francisco Public Library (the "Friends") has been operating under an MOU with City and County of San Francisco dated February 23, 1996, in which it has been providing the San Francisco Public Library with supplemental funding for particular Library projects. These funding grants enhance Library services, programs, materials and capital projects but are not intended to replace funding the City traditionally provides to the San Francisco Public Library.

D. On July 1, 1999, the Friends merged with the Library Foundation of San Francisco ("Foundation"). The Foundation had been operating under an MOU with the City and County of San Francisco, dated May 2, 1996, which terminated on June 30, 1999, the date the Foundation ceased to exist. The Foundation had also been operating under an Events Management Agreement dated September 30, 1996 (the "Events Management Agreement") with the City. Under the Events Management Agreement, the Foundation provided services for the marketing and management of the event space in the Building for meetings, lectures, receptions, private functions and other events after the Building's public hours. The Events Management Agreement, as extended, also terminated on June 30, 1999. The merged organizations continue operation under the name of the Friends and Foundation of the San Francisco Public Library. The Friends and Foundation is willing to continue providing supplemental funding to the San Francisco Public Library.

E. In connection with such funding assurance, the Friends and Foundation will lease certain space in the Building and will provide marketing and events management services for certain space in the Building. Specifically, the Friends and Foundation will lease office space in the Building for Library-related purposes, lease and operate the gift store and provide marketing and events management services for revenue-producing receptions, lectures and other special events. The marketing and events management services function shall terminate as of June 30, 2000, unless the events management agreement is either terminated at an earlier date, or extended for a period of up to one (1) year, to June 30, 2001, in accordance with the requirements set forth under Section 3.2 *(Agreement for Marketing and Events Management - Term)* of this MOU. All other functions and services will continue until terminated under the terms of this agreement.

F. The City is willing to agree to such leases and events management agreement in the Building and has determined that such leases are in the public interest by (i) enabling the Friends and Foundation to continue to perform services in furtherance of the public purposes of the San Francisco Public Library, (ii) facilitating the Friends and Foundation's efforts to raise private funds to help augment City funding for Library Department projects and (iii) generating revenues for the Library from uses of the Building that are consistent with the public purposes for which the City constructed the Building.

G. The City and the Friends and Foundation desire to set forth their understanding of the essential terms and conditions upon which they are willing to proceed with such transactions and assurances, and to express their mutual support for the endeavors described herein.

H. This MOU terminates and supercedes all prior MOU's between the City and the Friends of the San Francisco Public Library and the Library Foundation of San Francisco.

ACCORDINGLY, the City and the Friends and Foundation agree and express their intent

to act and cooperate as follows:

1. SUPPLEMENTAL FUNDING

1.1. Annual Supplemental Funding by Friends and Foundation. The Friends and Foundation shall raise and expend private funds for the San Francisco Public Library for the purpose of enhancing City funding for particular programs, operations and services of the San Francisco Public Library. Specifically, the Friends and Foundation pledges to raise and expend at least $200,000 annually ("annual supplemental funding") in support of the Library over the term of this MOU. However, in no event shall the annual supplemental funding equal less than the combined fair market rental value of the leases for the office space and gift store space described in Section 2 of this MOU *(Leased Space)* for the same period as recommended by the Department of Real Estate (Civic Center rental rates as of December 6, 1999 are attached as Exhibit C). Such annual supplemental funding shall be in addition to any expenses paid by the Friends and Foundation for remodeling and renovating the space on the second floor of the Building currently used as office and gift store space by the Friends and Foundation. Such annual supplemental funding shall also be in addition to any funds raised by the Friends and Foundation through capital campaigns and fundraising for special projects. Furthermore, such annual supplemental funding shall also be in addition to the rent required under Section 2.1.3 *(Rent)*. Such fundraising by the Friends and Foundation is intended to enhance the San Francisco Public Library and not to replace traditional sources or levels of City funding. If the Friends and Foundation do not satisfy the requirements of this Section, the City shall have the right to terminate either or both of the office and gift store leases described in Section 2 *(Leased Space)* of this MOU. The annual supplemental funding from the Friends and Foundation shall be utilized by the Library for purposes consistent with the mission of the Friends and Foundation, as described in Recital Paragraph B on page 1 of this MOU. The Friends and Foundation shall make such funds available to the Library Department in accordance with the process set forth below.

1.1.1. Term of Assurance. This MOU shall become effective upon full execution and delivery hereof and approval of this MOU by the City's Board of Supervisors and Mayor and shall expire on June 30, 2005, except to the extent the Events Management Agreement entered into under this MOU provides otherwise, in accordance with Section 3.2. *(Agreement for Marketing and Events Management- Term)*. The term of the MOU shall continue after June 30, 2005 on a year-to-year basis, subject to the right of the Friends and Foundation and the City to terminate the MOU upon not less than 90 days' advance written notice to the other party.

1.1.2. Library Proposal for Supplemental Funding. On or before February 15 of each year during the term of this MOU, the City Librarian or his or her designee (hereinafter collectively referred to throughout this MOU as the "City Librarian") shall develop and furnish to

the Friends and Foundation a written proposal for use of the annual supplemental funding for anticipated programs (including operations, services, capital projects, purchases of fixtures, furnishings, and equipment, and other activities). The City Librarian shall use his or her best efforts to develop such proposal in consultation with the Friends and Foundation.

1.1.3. Friends and Foundation Review of Proposal. As soon as practicable after receipt of the proposal from the City Librarian, but in no event later than April 30 of each year, the Friends and Foundation shall complete its review of the proposal. The purpose of the review shall be to notify the City Librarian of which programs in the proposal the Friends and Foundation is willing to consider funding as part of its annual budget, consistent with the Friends and Foundation's mission.

1.1.4. Notice of Determination. The Friends and Foundation shall, as soon as possible but no later than June 30 of each year, notify the City Librarian in writing of the Friends and Foundation's determination of which programs it is willing to fund and any special conditions to funding. The Friends and Foundation may agree to fund less than the full amount requested in the Library proposal. To the extent that the Friends and Foundation elect not to fund certain projects contained in the proposal or to fund less than the amount requested by the City Librarian, the notice of determination shall include a summary of the reasons for such determination and, if appropriate, a statement of how the City Librarian could modify the proposal to obtain funding. The Friends and Foundation may, in its discretion, approve modified or additional proposals at any time.

1.1.5. Friends and Foundation Funding Commitment. The Friends and Foundation's approval of supplemental funding in the notice of determination shall be based on then existing cash and other assets held by the Friends and Foundation. Such approval shall constitute a binding commitment, and shall not be subject to the subsequent ability of the Friends and Foundation to obtain additional cash or other assets to partially or fully cover the approved supplemental funding. The Friends and Foundation and the City Librarian shall agree on the terms and conditions upon which funds shall be disbursed to pay for approved programs. As a general principle, the Friends and Foundation and the City Librarian shall attempt to agree upon a reasonable payment schedule for each approved project, provided that the City Librarian shall periodically, but not less frequently than quarterly, submit invoices and other documentation of expenditures of Friends and Foundation grants for such project. The Friends and Foundation shall grant such funds to the Library or pay such costs directly to the vendor, as agreed upon by the Friends and Foundation and City Librarian. In the event the Friends and Foundation advances funds to the Library instead of providing monies on a reimbursement basis, the Friends and Foundation shall have the right to audit City records to confirm proper expenditure of such funds.

1.2. Waivers and Extensions of Deadlines. After consultation and mutual agreement between the City Librarian and the Friends and Foundation, any of the deadlines set forth in Sections 1.1 – 1.1.4 *(Supplemental Funding by Friends and Foundation)* above may be extended or postponed.

1.3. Capital Campaigns and Special Fundraising Projects. In addition to raising and expending the annual supplemental funding described in Section 1.1 *(Annual Supplemental Funding)*, the Friends and Foundation shall make a good faith effort to respond to requests made by the City Librarian for special capital campaigns and special fundraising projects to be undertaken by the Friends and Foundation on behalf of the Library.

1.4. Prior Approval by City Librarian of Fundraising Campaign Materials, Capital Campaigns and Special Fundraising Projects. The Friends and Foundation shall obtain the City Librarian's prior approval for all of their respective fundraising campaign materials, which (i) include any reference to the San Francisco Public Library or any of its programs or services, (ii) provide for any acknowledgments or benefits to be proposed or offered by the Friends and Foundation to campaign donors and potential donors which could have any impact on the Building or any other Library branches, property, programs or activities under the Library Commission's jurisdiction, or (iii) otherwise require the City Librarian's approval under Section 1.7 *(Privilege to Use Library Membership List; Approval of Mailings to Members)* below. All capital campaigns and special fundraising projects of the Friends and Foundation on behalf of the Library, as described above in Section 1.3 (*Capital Campaigns and Special Fundraising Projects),* must be approved in advance by the City Librarian, in his or her sole discretion.

1.5. Notice of Terms of Pledges and Gifts. The Friends and Foundation shall provide the City with reasonable advance written notice of the terms and conditions of any proposed pledges or gifts which could (i) affect the Building or any other property, programs or activities under the Library Commission's jurisdiction or (ii) impose financial or other obligations or liabilities on the City. With respect to disclosure of gift and donor information, both parties agree to comply with all applicable laws, including any applicable provision of Chapter 67 of the San Francisco Administrative Code (the "Sunshine Ordinance").

1.6. Acceptance of Gifts. Once this MOU is approved by the Board of Supervisors, the City Librarian shall be authorized to accept and expend all gifts from the Friends and Foundation, in the City Librarian's discretion, for Library-related purposes throughout the term of the funding assurances provided for hereunder and to agree to any terms and conditions imposed with respect to such gifts, except where such conditions involve the expenditure of City funds or the incidence of City obligations that are inconsistent with the City Charter. The City agrees that all funds received from the Friends and Foundation will be held by the City Controller in accordance with the terms and conditions of lawful restrictions imposed by donors on the use of such funds.

1.7. Privilege to Use Library Membership List; Approval of Mailings to Members. The City grants the Friends and Foundation the non-exclusive privilege to use the City's list of members of the San Francisco Public Library solely to solicit donations for the purposes described in Section 1.1 *(Supplemental Funding by Friends and Foundation)* of this MOU. Such privilege shall continue for the full term of the supplemental funding commitment referred to in Section 1.1 *(Supplemental Funding by Friends and Foundation)*, provided that the City Librarian may elect to terminate such privilege if he or she determines that the list has been misused in any way. The City Librarian shall use his or her reasonable efforts to provide the Friends and Foundation with periodic updates of such list from time to time during the term of the supplemental funding commitment. The City Librarian shall have the right to approve, in advance, all mailings, solicitation letters or other written communications or materials that the Friends and Foundation intend to distribute to members of the San Francisco Public Library. The Friends and Foundation shall not send such communications unless approved in advance by the City Librarian.

1.8. Fiscal and Budgetary Provisions. All the terms hereof shall be subject to the City Charter's fiscal and budgetary provisions.

1.9. Funding to San Francisco Public Library. For so long as the Friends and Foundation occupy space in the Building, the Friends and Foundation shall not make gifts of funds or assets to any library other than the San Francisco Public Library unless a specific exception is approved in writing by the City Librarian.

2. LEASED SPACE

2.1. Leases of Office And Gift Store Space to the Friends and Foundation. The Friends and Foundation shall continue on a month-to-month basis occupying the office space described in the Memorandum of Understanding dated February 23, 1996 between the City and the Friends (a description of office space is attached as Exhibit A), under the same terms and conditions as are set forth in that MOU with respect to those premises, until an alternative office space becomes available ("alternative office space"). The Friends and Foundation also shall continue on a month-to-month basis occupying the gift store space described in the Memorandum of Understanding dated February 23, 1996 between the City and the Friends (a description of the gift store space is attached as Exhibit A), under the same terms and conditions as are set forth in that MOU with respect to those premises, until an alternative gift store space or space for a gift store booth or stand ("kiosk") becomes available ("alternative gift store space"), subject to the approval of the City Librarian, in his or her sole discretion. The City, acting through the Department of Real Estate, and the Friends and Foundation shall undertake negotiations to enter into a lease of alternative office space, and a lease of alternative space in the Building for the operation of a gift store, on the following terms and conditions:

2.1.1. Leased Office And Gift Store Premises. The leased premises for alternative office space shall consist of no more than 2686 square feet, and the leased premises for alternative gift store space shall consist of no more than 300 square feet. The location and exact size of the alternative office space and the alternative gift store space each must be approved in writing by the City Librarian.

2.1.2. Terms. The leases for alternative office space and alternative gift store space each shall be for an initial term commencing on a date agreeable to both parties and expiring on June 30, 2005. At the expiration of such initial terms, each such lease may continue on a year-to-year basis. Either party may terminate either lease upon giving the other party not less than 90 days notice prior to the end of the initial term and each lease year, provided that if neither party gives such notice each such lease shall be automatically extended for another year. A lease year shall be based on the City's fiscal year.

2.1.3. Rent. The rent payable by the Friends and Foundation shall be $1 per year for alternative office space, and $1 per year for alternative gift store space.

2.1.4. Fair Market Rental Value of Office Space and Gift Store Space. In order to ensure compliance with Section 1.1 *(Annual Supplemental Funding)*, on or before January 1 of each year during the term of this MOU, the City Librarian shall request that the Department of Real Estate provide an updated estimate of the combined fair market rental value of the leases for such office space and gift store space in the Civic Center. Such updated estimates shall be attached hereto as part of Exhibit C *(Civic Center Rental Rates)*.

2.1.5. Uses of Office Premises. The Friends and Foundation shall use the leased alternative office space for office and administrative purposes related solely to (i) the management of volunteer activities and programs in support of the San Francisco Public Library, (ii) the operation of the gift store in the Building as further provided in this Section 2 *(Leased Space)*, (iii) fundraising for the San Francisco Public Library, (iv) the marketing and management of private receptions and other events and functions at the Building as further provided in Section 3 *(Agreement for Marketing and Events Management)* of this MOU below, and (v) and for such other activities in support of the San Francisco Public Library as are approved by the City Librarian. The Friends and Foundation shall not use those leased premises for any other purpose. In connection with the lease, the Friends and Foundation shall have the right to shared use of a copy room convenient to those leased premises. The Friends and Foundation shall be responsible for negotiating an agreement with the City Librarian for the shared use of such copy room space, including the shared costs of leasing, maintaining and supplying a copier.

2.1.6. Use of Gift Store Premises. The Friends and Foundation shall use the leased alternative gift store space only for the operation of a gift store, selling to the general public goods and other merchandise related to the promotion of the Building, the San Francisco Public Library and the City and County.

2.1.7. Merchandise. The merchandise sold in the gift store shall consist of premium merchandise that promotes the San Francisco Public Library, including, but not limited to, T-shirts, mugs, historic photographs, posters, reading lights, books by San Francisco authors and works by local artists, and donated books. All such merchandise shall be subject to the reasonable approval of the City Librarian. In managing the store and selecting and developing goods for the store, the Friends and Foundation shall cooperate with the City's Chief Administrative Officer and the City Store.

2.1.8. Non-Exclusive License to Use Logos and Other Marks. In connection with the lease of alternative gift store space and for no additional fee or charge, City, in the City Librarian's sole discretion, shall grant the Friends and Foundation a non-exclusive license to use the Library's logo and any other emblems, logos, symbols and designs, trademarks, copyrights or servicemarks or other commercial symbols approved by City in (i) the sale of merchandise at the gift store, (ii) the Friends and Foundation' newsletter and in other correspondence with members and potential members of the Friends and Foundation and (iii) as otherwise approved in advance by the City Librarian. The term of the license shall coincide with the term of the lease of alternative gift store space. Subject to the rent in Section 2.1.3 *(Leased Space - Rent)*, the Friends and Foundation shall own all proceeds from works for hire sold during the term of the lease of alternative gift store space. At the conclusion of that lease, the City shall either (i) purchase from the Friends and Foundation all or a portion of the works for hire that have not been sold in the gift shop for its actual costs in producing the same, or (ii) allow the Friends and Foundation to continue to sell such works for hire outside the leased gift store premises until all such works are sold. The City shall reserve the right to approve the use of City-provided or City-owned logos and any other marks on store merchandise, as the City Librarian, in his or her sole discretion, deems appropriate. All marks, artwork, copy, posters, photographs, videotapes, audiotapes, software, surveys and any other original or other derivative works of authorship created by the Friends and Foundation in connection with the gift store lease and involving or using any City property shall be deemed "works for hire" under 17 U.S.C. §101 and shall be City's property and all rights thereto shall be assigned to the City. The Friends and Foundation shall take such action as is necessary or appropriate to protect the City's right, title and interest in City-owned or City-provided marks. The Friends and Foundation acknowledge that the City seal may not be used on any goods without Board of Supervisor's approval. The Friends and Foundation shall indemnify the City against any claimed infringement of patent rights, copyright, trade secret or other proprietary right or trademark in consequence of its use in

the gift store.

2.1.9. Banner. The Friends and Foundation shall have the right to place a banner, at the Friends and Foundation's expense, on the Grove Street side of the Building promoting the gift store to the public. The banner shall be subject to the prior approval of the City Librarian. In addition, the Friends and Foundation shall, at its own expense, obtain any and all required regulatory approvals to place such banner on the Building.

2.1.10. Equipment; Trade Fixtures. The Friends and Foundation shall be responsible for furnishing all equipment, movable personal property and trade fixtures needed to operate the gift store and occupy the office space. Such property shall belong to the Friends and Foundation, unless the Friends and Foundation elects, in its discretion, to donate such property to the City in accordance with applicable procedures for acceptance by the City of gifts.

2.1.11 Reports; Books and Records; Audit. The Friends and Foundation shall establish and maintain at the store or in the office space in the Building proper and accurate books, records, cash receipts and systems of account, and other data pertinent to the reporting of sales. All such records shall be subject to audit and inspection by the City or its agents. On an annual basis, the Friends and Foundation shall deliver to the Controller and to the City Librarian an independently prepared audit of all of Friends and Foundation's operations, including but not limited to its operations conducted in the gift store space.

2.1.12. Utilities and Services. The City shall provide, at its cost, basic building utilities and services, including electricity, heating, ventilation, air conditioning, and janitorial services, for the uses permitted under the alternative office space and alternative gift store space leases, on the same basis as the rest of the Building. The City shall also provide telephone service for the Library-related uses permitted under those leases, provided the phones may not be used for personal phone calls. The Friends and Foundation shall be responsible for providing any security or other services necessary for the operation of the gift store in addition to the base building services. In no event shall the City be responsible for any thefts or losses of store merchandise.

2.1.13. Tenant Improvements. The City shall not be responsible for any costs of installing or constructing any tenant improvements in the leased premises for the Friends and Foundation's use. If the Friends and Foundation construct any additional tenant improvements, the Friends and Foundation shall be responsible for all costs of such improvements and shall follow all applicable City contracting requirements relating to such construction work. Any significant alterations or improvements to the leased

premises shall be subject to the approval of the City, acting through the City Librarian and Director of the Department of Real Estate, in its sole discretion, and shall become the property of City. No approval whatsoever shall be required for improvements which cost less than $5000, do not affect the Building structure or systems, and comply with the City Librarian's guidelines for décor and improvements to the building. With respect to the space on the second floor of the Building that is currently used as office and gift store space by the Friends and Foundation, the Friends and Foundation agree to pay for any costs incurred in remodeling and renovating that space, up to a maximum of $250,000, unless otherwise agreed upon in writing by both parties. The Library intends for such space to ultimately be used for Library staff or service purposes.

2.1.14 Repairs and Maintenance. City shall be responsible for repairing and maintaining the structural portions of the Building and the common areas. The Friends and Foundation shall be responsible for maintaining the interior of the leased premises, provided that City shall provide basic janitorial services as provided above.

2.1.15. Insurance and Indemnity. The Friends and Foundation shall, at its expense, maintain liability coverage and other insurance required by the Department of Real Estate and the City's Risk Manager, in accordance with the City's typical requirements for office and retail tenants. Such insurance shall include (i) Commercial General Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverages for Contractual Liability, Personal Injury, Broadform Property Damage, Fire Damage Legal Liability ($50,000), Liquor Liability, Products and Completed Operations; (ii) Business Automobile Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverages for owned, non-owned and hired automobiles, as applicable; and (iii) Worker's Compensation Insurance with Employer's Liability Coverage with limits of not less than $1,000,000 each accident. The general liability and automobile liability policies shall name the City and County of San Francisco, its officers, agents and employees as Additional Insureds and provide that such insurance is primary to any other coverage available to the Additional Insureds. If any of the insurance contains a general annual aggregate limit or a limit that includes legal defense costs, such aggregate limit shall be double the occurrence limits set forth above. All required insurance shall provide thirty (30) days advance written notice to the City at the address for notices to City in this MOU. The Friends and Foundation shall indemnify the City for any and all losses arising out of the Friends and Foundation's use of the leased office or gift store premises, and such indemnity shall not be limited to the amount of its insurance.

2.1.16. Assignment and Subletting. The Friends and Foundation may not assign its interest in the leases of office and gift store space or sublet either of those leased premises or any portion thereof. The Friends and Foundation intend to operate the gift store with Friends and Foundation staff and volunteers. However, subject to the approval of the City Librarian, which approval may be given or withheld in the City Librarian's sole discretion, the Friends and Foundation may subcontract the operation of a gift store kiosk.

2.1.17. Employer Taxes and Liability. The Friends and Foundation shall under no circumstances be deemed an employee of the City, and all employees or subcontractors working in the store shall be employees of the Friends and Foundation and not of the City. Friends and Foundation's volunteers working in the store shall not be deemed to be employees of the City, and liabilities arising from the acts or omissions of such volunteers shall be the responsibility of the Friends and Foundation, not of the City. The Friends and Foundation shall be responsible for employer taxes and liabilities.

2.2. Board Approval. Once this MOU is approved by the Board of Supervisors, the Director of the Department of Real Estate shall be authorized to enter into the office and gift store leases contemplated by, and consistent with the conditions set forth in, this MOU.

3. AGREEMENT FOR MARKETING AND EVENTS MANAGEMENT OF SPACE FOR PRIVATE FUNCTIONS AND EVENTS

3.1. Agreement with Friends and Foundation for Marketing and Events Management of Space in the Building for Private Functions and Events. The Friends and Foundation agree to step into the now-terminated position of the Foundation with the City, acting by and through the Library, and enter into an events management agreement to provide services for the marketing and management of meeting rooms, the auditorium and certain other space in the Building for receptions, private functions and other events (the "Events Management Agreement") in accordance with the terms of this MOU. Where a conflict exists between the terms of the Events Management Agreement and the terms of this MOU, this MOU shall govern.

3.2. Term. The term of the Events Management Agreement contemplated by this MOU shall be for a period of one (1) year only commencing on July 1, 1999 and terminating on June 30, 2000. The City or the Friends and Foundation may terminate the agreement at any time during the one year term without cause and without penalty, upon giving the other party not less than 90 days' advance written notice. The Friends and Foundation shall have the option to extend the term of the agreement for a period of up to one (1) year, to June 30, 2001, which option may

be exercised by giving written notice to the City after June 1, 2000 and prior to June 30, 2001. Such extension is subject to the approval of the City Librarian, in his or her sole discretion and the appropriation of funds by the Board of Supervisors. In the event the agreement is extended, the City and the Friends and Foundation may modify the compensation provisions of the agreement.

3.3. Agreement Subject to Board Approval. Once this MOU is approved by the Board of Supervisors, the City Librarian shall be authorized to enter into the Events Management Agreement contemplated by, and consistent with the conditions set forth in, this MOU.

4. COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

4.1. City Ordinance Requirements. The Friends and Foundation agrees to comply with each of the provisions set forth in Exhibit B *("Ordinances of the City and County of San Francisco")* and any other applicable City Ordinance, including any applicable provision of the Sunshine Ordinance. In addition, with respect to any lease or events management agreement entered into under this MOU, the Friends and Foundation agrees to comply with all applicable City Ordinances, including any applicable provision of the Sunshine Ordinance. All references to "Contractor" in Exhibit B shall be deemed to refer to Friends and Foundation.

4.2 Compliance with Laws and Regulations. Friends and Foundation, at Friends and Foundation's sole cost and expense, promptly shall comply with all laws, resolutions, regulations, judicial decisions and policies of any municipal, county, state or federal government or other governmental or regulatory authority with jurisdiction over the Friends and Foundation and the Building or any portion thereof, including without limitation, the City (collectively, "Laws") relating to or affecting the condition, use or occupancy of the Building in effect either at the time of execution of this MOU or which may hereafter be in effect at any time during the term hereof, whether or not the same are now contemplated by the parties.

4.3 Rules and Regulations established by the City Librarian and Department of Real Estate. With respect to all of the agreements referred to above for the use of the Building, the Friends and Foundation shall agree to comply with all rules and regulations established by the City Librarian and the Department of Real Estate for the Building.

5. REPRESENTATIONS AND WARRANTIES

5.1 Representations and Warranties of Friends and Foundation. The Friends and Foundation is a non-profit public benefit corporation duly organized, validly existing and in good standing in the State of California. The Friends and Foundation has been organized for the express purpose described in Recital Paragraph C above and is duly maintained as a 501(c)(3) tax exempt corporation.

6. POSSESSORY INTEREST TAXES

(a) The Friends and Foundation, on behalf of itself and any permitted successors and assigns, recognizes and understands that the Friends and Foundation's use of the office and gift store space in the Building under the terms of this MOU, or the documents anticipated hereunder, may create a possessory interest subject to property taxation and the Friends and Foundation, and any permitted successor or assign, shall be responsible for the payment of such taxes, if any, as are lawfully imposed and if no exemption applies.

(b) The Friends and Foundation, on behalf of itself and any permitted successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this MOU may constitute a change in ownership for purposes of property taxation and therefore may result in a reevaluation of any possessory interest created hereunder. The Friends and Foundation shall report any assignment or other transfer of any interest in this MOU or any renewal or extension thereof to the County Assessor within sixty days after such assignment, transfer, renewal or extension.

(c) The Friends and Foundation further agrees to provide such other information as may be requested by the City and County of San Francisco (the "City") to enable the City to comply with any reporting requirements under applicable law with respect to possessory interests.

7. NOTICES

7.1. Notices. Unless otherwise expressly provided herein, any notice given under this MOU shall be effective only if in writing and given by delivering the notice in person or by sending it first-class mail or certified mail with a return receipt requested or by Express Mail, return receipt requested, with postage prepaid, as follows:

City: San Francisco Public Library
Civic Center
San Francisco, California 94102

Attn.: City Librarian
Fax: (415) 557-4239

with a copy to: Real Estate Department
25 Van Ness Ave.
San Francisco, California 94102
Attn: Anthony J. DeLucchi, Director of Property
Fax: (415) 552-9216

Friends and Foundation: San Francisco Public Library
Civic Center
San Francisco, California 94102
Attn.: Director
Fax: (415) 557-4375

or to such other address as any party may designate as its new address for such purpose by notice given to the other in accordance with the provisions of this Section at least ten (10) days prior to the effective date of such change. Any notice hereunder shall be deemed to have been given two (2) days after the date when it is mailed if sent by first class or certified mail, one day after the date it is made if sent by Express Mail, or upon the date personal delivery is made. For convenience of the parties, copies of notices may also be given be telefacsimile to the telephone number set forth herein or such other number as may be provided from time to time; however, neither party may give official or binding notice by facsimile.

8. GENERAL PROVISIONS

8.1. Entire Agreement. This MOU, including the exhibits hereto, which are made a part of this MOU, contains the entire agreement and all of the representations between the parties with respect to the subject matter of this MOU and supersedes all other oral or written agreements between the City and the Friends of the San Francisco Public Library and the Library Foundation of San Francisco. Any prior correspondence, memoranda, agreements, warranties, or written or oral representations relating to such subject matter are superseded in total by this MOU. No prior drafts of this MOU or changes from those drafts to the executed version of this MOU shall be introduced as evidence in any litigation or other dispute resolution proceeding by any party or other person, and no court or other body should consider those drafts in interpreting this MOU.

8.2. Amendments. Neither this MOU nor any term or provisions hereof may be changed or terminated, except by a written instrument signed by the parties hereto.

8.3. Assignment. The rights under this MOU are personal in character and neither this MOU nor any duties or obligations hereunder may be assigned or delegated by the Friends and Foundation unless first approved by City by written instrument.

8.4. Approvals. All City approvals under the agreements contemplated hereby shall be given by the City Librarian except as otherwise specified herein or in the City Charter.

8.5. Non-Liability of City Officials, Employees and Agents. No elective or appointive board, commission, member, officer, employee or other Agent of City shall be personally liable to Friends and Foundation, its successors and assigns, in the event of any default or breach by City or for any amount which may become due to Friends and Foundation, its successors and assigns, or for any obligation of City under this MOU.

8.6. Conflict of Interest. The Friends and Foundation states that it is familiar with provisions of Section 8.105 of the San Francisco Charter and Section 87100 et seq. of the California Government Code and certifies that it does not know of any facts which constitute a violation of such regulations.

8.7. Non-discrimination. The Friends and Foundation shall not, nor shall they permit any operator, assignee, subtenant or licensee to, discriminate against any person or group of persons solely because of race, color, creed, national origin, ancestry, age, sex, sexual orientation, gender identity, disability or acquired immune deficiency syndrome (AIDS) or AIDS related condition (ARC).

8.8. Subject to Charter Limitations. Any obligations of the City pursuant to any of the agreements contemplated herein are subject to the budget and fiscal provisions of the San Francisco Charter.

8.9. Effect. The parties understand and agree that this MOU is not intended to be, and shall not become, contractually binding on the parties, nor is it intended to create any third party beneficiary rights, except as provided in Section 1 *(Supplemental Funding)* above. Subject to the foregoing, no legal obligations among the parties shall exist with regard to the subject matter hereof, unless and until the parties have negotiated and executed final agreements as contemplated hereby and such agreements have been approved the Friends and Foundation' board of directors and by the City's Board of Supervisors and Mayor, in accordance with applicable laws.

8.10. Cooperation. Subject to the terms and conditions of this MOU, the Friends and Foundation and the City, acting by and through the City Librarian and Department of Real Estate, shall use their good faith best efforts to do, or cause to be done, all things reasonably necessary or advisable to carry out the purposes of this MOU and the uses of the Building contemplated

hereby as expeditiously as practicable, subject to all applicable approvals.

The parties hereto have executed this MOU on the day first mentioned above.

FRIENDS AND FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY,
a California non-profit public benefit corporation

By_____
Its_____

By_____
Its_____

CITY AND COUNTY OF SAN FRANCISCO
SAN FRANCISCO PUBLIC LIBRARY

By_____
Susan Hildreth
Deputy City Librarian

APPROVED AS TO FORM:

LOUISE H. RENNE, City Attorney

By_____
Deputy City Attorney

APPROVED:

_____
ANTHONY J. DELUCCHI, Director of Property
Department of Real Estate

_____
EDWARD HARRINGTON, Controller

EXHIBIT A

Descriptions of Office And Gift Store Spaces Leased to the Friends and Foundation.

[attached]

EXHIBIT A

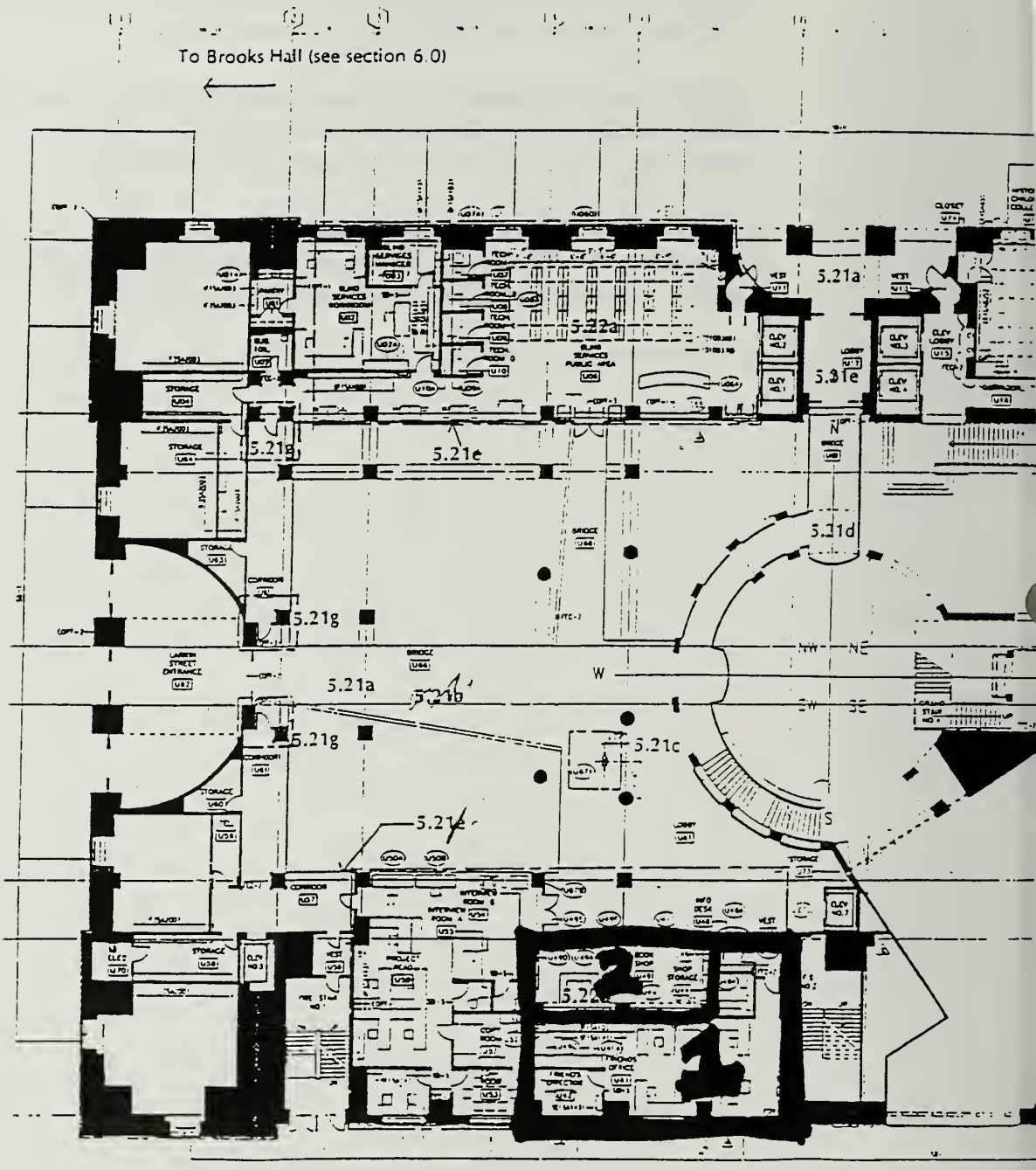
Descriptions of Office and Gift Store Spaces Leased to Friends and Foundation

1. Approximately 886 square feet of space located on Level 2 (the "Upper Main Bridge Level") of the Building, and shown as spaces "1" on the floor plans attached hereto (previously Friends office).

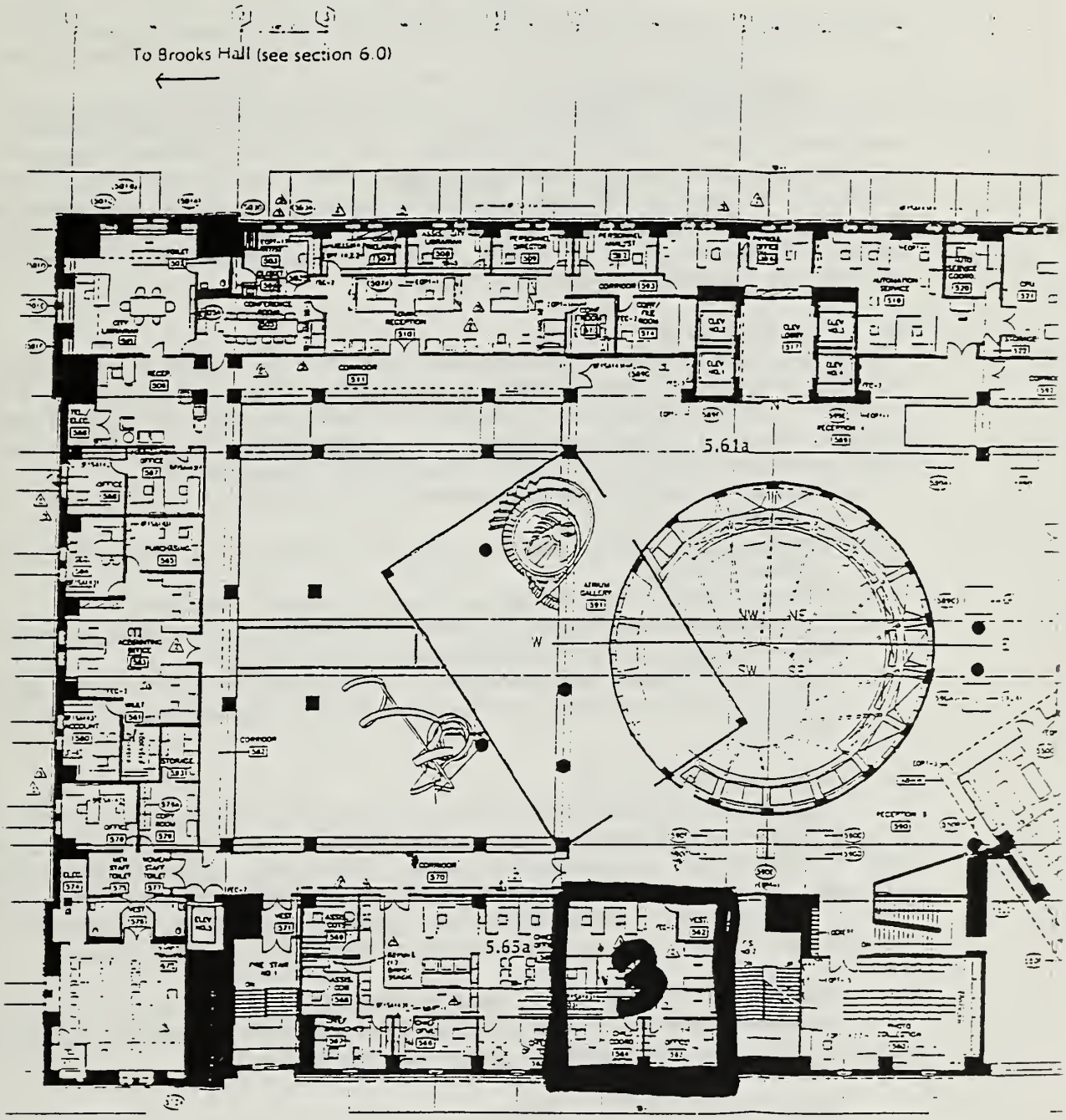
2. Approximately 700 square feet of space located on Level 2 (the "Upper Main Bridge Level") of the Building, and shown as space "2" on the floor plans attached hereto (previously Friends gift store).

3. Approximately 1,260 square feet of space located on the eastern side of Rooms 561 through 564 of Level 5 of the Building, and shown as space "3" on the floor plans attached hereto (previously Foundation office).

EXHIBIT A - Descriptions of Office and Gift Store Spaces Leased to the Friends and Foundation



San Francisco Public Library



San Francisco Public Library

EXHIBIT B
ORDINANCES OF THE CITY AND COUNTY OF SAN FRANCISCO

PLEASE NOTE: All references to "Contractor" in this Exhibit B shall be deemed to refer to the Friends and Foundation.

I. NONDISCRIMINATION

Contractor Shall Not Discriminate. In the performance of this MOU, Contractor agrees not to discriminate on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status) against any employee of, any City employee working with, or applicant for employment with Contractor, in any of Contractor's operations within the United States, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by Contractor.

II. FALSE CLAIMS

Any contractor, subcontractor or consultant who commits any of the following acts shall be liable to the City for three times the amount of damages which the City sustains because of the act of that contractor, subcontractor or consultant. A contractor, subcontractor or consultant who commits any of the following acts shall also be liable to the City for the costs, including attorney's fees, of a civil action brought to recover any of those penalties or damages, and may be liable to the City for a civil penalty of up to $10,000 for each false claim:

(a) Knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval.
(b) Knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City.
(c) Conspires to defraud the City by getting a false claim allowed or paid by the City.
(d) Knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City.
(e) Is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

III. SUNSHINE ORDINANCE

In accordance with Section 67.24(e) of the S. F. Admin. Code, contracts, contractors' bids, responses to RFPs and all other records of communications between City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract of other benefit until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

IV. VIRGIN REDWOOD/TROPICAL HARDWOOD BAN.

City urges Contractor not to import, purchase, obtain, or use for any purpose, any virgin redwood, virgin redwood wood product, tropical hardwood or tropical hardwood wood product.

V. TOBACCO ADVERTISING BAN

Contractor acknowledges and agrees that no advertising of cigarettes or tobacco products is allowed on any real property owned by or under the control of the City, including the property, which is the subject of this MOU. This prohibition includes the placement of the name of a company producing, selling or distributing cigarettes or tobacco products or the name of any cigarette or tobacco product in any promotion of any event or product. This prohibition does not apply to any advertisement sponsored by a state, local or nonprofit entity designed to communicate the health hazards of cigarettes and tobacco products or to encourage people not to smoke or to stop smoking.

EXHIBIT C
CIVIC CENTER RENTAL RATES:
FAIR MARKET VALUE OF OFFICE AND GIFT STORE SPACE IN THE CIVIC CENTER AS DETERMINED BY THE DEPARTMENT OF REAL ESTATE*

To be updated annually in accordance with Section 2.1.4 *(Leased Space – Fair Market Value of Office Space and Gift Space)

[attached]

City and County of San Francisco

Real Estate Department
Office of the
Director of Property

MEMORANDUM

Date: December 6, 1999

To: Susan Hildreth, Acting City Librarian

From: Claudine O. Venegas, Senior Real Property Officer

Re: Civic Center rental rates

This will confirm my last quotation of Civic Center rental rates as $26-$30/per square foot, fully serviced.

Commercial rental rates, however, continue to escalate, and the current range is between $32-$36/per square foot, fully serviced.

Feel free to call me if you have any further questions.

cvh:\libraryquote

cc: Richard Walsh, Library

554-9850
FAX: 552-9216

25 Van Ness Avenue, Suite 400

San Francisco, 9410

FRIENDS/FOUNDATION MEMORANDUM OF UNDERSTANDING
KEY CHANGES

DOCUMENT

Previous versions of the Friends and Foundation MOU's which expired on June 30, 1999, have been combined and streamlined wherever possible. Most appropriate and useful language from each document has been culled and used in the proposed version.

TERM

Proposed term is five years; previous terms for both documents were three years.

REQUIRED SUPPORT

Proposed support level is $200,000 annually, not including capital campaigns and special projects. Previously was $50,000 from the Friends and $300,000 from Foundation, although each year support has exceeded these amounts.

ACCEPTANCE OF GIFTS BY CITY

MOU approval by Board of Supervisors authorizes Library to accept and expend all gifts through term of MOU without requiring further action by Board. An ordinance authorizing this authority was to have been sought after the previous MOU's were approved but was never completed.

LEASE OF SPACE

Proposed cost of space occupied by Friends Foundation is $90,000 annually or ($30/square foot), the market rate for fully-serviced space in Civic Center. The annual support level will never be less than the value of the leased space, which will be evaluated annually. Previously, the estimated annual value of space Friends occupied in the Main Library was $15,948. The Foundation paid the Library $21,600 annually for space occupied in the Main Library. Friends/Foundation will consolidate and move to offices on 6th floor in Spring 2000.

GIFT STORE SPACE/LOCATION

Proposed language combines office and gift store space. Previously, language regarding the gift store was separate in Friends MOU. Friends/Foundation is anticipating relocating gift store to a kiosk at Grove St. Entrance; and this is included in proposed version.

EVENT MANAGEMENT

Friends/Foundation continues to provide this service for Library for 1999/2000, which Foundation previously provided. Payment for 1999/2000 is $60,000, previously was $100,000 annually. It is anticipated that this function will no longer be performed by Friends/Foundation in 2000/2001 or will be renegotiated and MOU reflects this situation.

POSSESSORY INTEREST TAXES

Proposed language contains modifications as suggested by City Attorney.

San Francisco Public Library

Date: January 27, 2000

To: Library Commission
Susan Hildreth, Deputy City Librarian

From: George M. Nichols, Finance Director

Subject: FY 2000-01 Phase B Budget

Attached is a summary of the budget we will present during the meeting on February 1, 2000. In preparing this budget, the Mayor's Office directed departments to follow two basic rules; 1) submit the Phase B Budget to the Controller by February 18, 2000 and 2) do not exceed the department's calculated baseline revenue target. In regard to the second requirement, we have been advised by the Mayor's Office, that we can propose expenditure of unappropriated reserves in the Library Preservation Fund as long as a prudent reserve is maintained in the fund. The Mayor's Office has also strongly suggested that the Library budget costs that are one-time or non-recurring.

The Library's projected FY 2000-01 baseline revenue target (which excludes Fuhrman Trust Fund and DOCYS[1] appropriations) as determined by the Mayor and the Controller is $47 million. As previously indicated this revenue provides $3.785 million to fund new initiatives or to continue to fund items that are budgeted as "one-time" expenses in the current fiscal year. An example of a "one-time" item is the $250,000 budgeted in the current year for Branch Library roof repair or replacement that we want to again have funded in FY 2000-01.

Including appropriations from the Fuhrman Trust Fund ($150,000) and DOCYS ($446,000) the proposed budget totals $47.703 million. The portion of the budget funded by Library Preservation Fund and General Fund allocations pursuant to Proposition E, totals $47.107 million.

The FY 2000-01 budget contains a $3.9 million (9.0 percent) increase in Library Preservation Fund (LPF) expenditures over the Library's baseline budget. This increase exceeds slightly the projected increase in Library revenue of $3.785 million (8.6 percent). The $115,000 difference will be funded by reserves in the LPF. The proposed budget will leave an unappropriated reserve in the LPF of $664,000 (1.4 percent).

[1] Department of Children and Youth Services

MAJOR BUDGET ADJUSTMENTS

Adjustments proposed in this budget include:

- $1.413 million for salary and fringe benefit increases for baseline staff. This includes annualizing current year salary increases and a 3.5 percent increase for FY 2000-01.

- $476,000 for collection enhancement including $356,000 or an 8.6 percent increase in the book budget. This will increase the book budget to almost $4.5 million.

- $1.420 million for facilities related projects including continuation of the branch re-roofing and deferred maintenance programs; funds to outfit and furnish the new Ingleside Branch Library leased site and to make minor capital improvements at the Visitacion Valley Branch which we may purchase; and funds to upgrade electrical systems at various branch libraries. Funds for Ingleside and Visitacion Valley Branch Libraries are predicated on approval of current year plans to lease a new site for Ingleside and to purchase the existing, currently leased Visitacion Valley site. Both of these proposals appear to have strong community support. The upgrading of branch library electrical systems is a precursor to meeting the public's demand for more and better access to computers, printers, the internet, and the Library's digital resources. The upgrade also addresses safety concerns regarding the capacity of these systems to accommodate the placement of additional electrical devices such as PCs, printers, copiers, cash registers, receipt printers, fax machines, and book security systems in branch libraries not designed to carry these electrical loads.

- $600,000 to support three technology initiatives; 1) a technology refreshment that will allow us to replace outmoded PCs and and dumb terminals in the Branch Libraries, 2) an upgrade of the Main Library's network, and 3) continuing the upgrade of the Branch Libraries' network which was initiated in the current year.

- $539,000 to support 8.95 new positions (6.88 FTE) and 2.54 positions (2.54 FTE) that were established and funded in the current year by excess salary savings. These positions include 5.24 public service positions; 4.25 operations and maintenance positions; and 2.0 technology support positions. To offset these costs the department's salary savings rate will be increased by 1.5 percent (from 3.5 percent to 5.0 percent). Increasing the salary savings rate and reallocating these funds to support these positions results in savings of approximately $9,000. The baseline rate of 3.5 percent is unrealistic given the reassignment process the Library uses to fill 3600 series vacancies. Increasing the rate will not cause any operational or fiscal difficulties.

These proposals are listed on Attachment A and Attachment B.

POE and EXPANDED HOURS

Not addressed in this budget are two issues that are repeatedly brought up during any discussion of the budget – the POE and expanded hours throughout the system. In regard to the POE, we are not proposing the expenditure of limited Library Preservation Funds to fix perceived deficiencies for three reasons:

1. By policy we are precluded from proposing expenditures in this budget that exceed the Library's revenue target as defined by the Mayor and the Controller. The Library's revenue target provides only $3.8 million to cover the Library's many needs including $1.4 million in mandated salary and fringe benefit increases. After covering mandated labor cost increases, only $2.7 million is left to meet other pressing needs the Library has. Using these limited funds to address the POE would not be prudent given the costs of implementing recommendations in the POE and other priority needs of the Library system as a whole.

2. Although they are limited, there are other more appropriate sources of funds to support modifications to the Main Library the Commission, the Mayor, and the Board of Supervisors may approve. This includes unappropriated revenue balances that exist in the Library Improvement Fund.

3. Obviously, action on implementing recommendations in the POE report represents major public and fiscal policy decisions that will require lengthy and comprehensive discussions involving the public, library administration and staff, the Library Commission, the Mayor's Office, and the Board of Supervisors. Realistically, these discussions will take place outside of the timeframe for preparing and submitting this budget. This does not however preclude discussions from taking place, or the development of an action plan based on consensus, or the adoption of an appropriate strategy or plan to finance projects that may be adopted.

In regard to expanded hours, we have not included funds for the following reasons:

1. Public hearings and surveys held this past year pursuant to Proposition E, indicated the public's general satisfaction with the number of hours branch libraries were opened each week. There was no outpouring of community demand for more hours.

2. Increasing hours at branch libraries could be a costly proposition. For example, increasing each branch library's operating hours by one hour each day could cost up to $2.3 million in the first year alone.

3. Although revenue and General Fund appropriations have increased appreciably since FY 1995-96, labor cost increases have absorbed most of the growth in revenue. For example, between FY 1995-96 and FY 2000-01 there will be a projected $10.5 million increase in revenue.[2] Labor costs over that same period of time have increased by $12.4 million – from $24.2 million to a projected $36.6 million. By percentage, revenue and appropriations have grown 28.8 percent while labor costs have increased 51 percent. Although some of this increase is attributable to growth in FTE, over that period of time, FTEs have grown only 18.7 percent from 508.6 in FY 1995-96 to a proposed 603.49 in FY 2000-01. Another way to look at this is that in FY 1995-96 labor made up 66.3 percent of the Library's budget. In FY 2000-01 labor will constitute 76.4 percent of the proposed budget.

[2] FY 1995-96 revenue and GF appropriations were $36.5 million; FY 2000-01 revenue and appropriations are projected at $47.0 million.

You of course will ultimately decide how we propose using the limited dollars available in FY 2000-01. What we spend these dollars on is a matter of priority and choice. This is a task made difficult when needs and priorities exceed the resources available to make things happen.

The budget you will consider represents the Library Administration's vision for meeting what it perceives to be the most pressing needs of the system. Moreover, this budget is balanced, prepared consistent with the Mayor's fiscal policies and directives, and of significance, one that will not require a subsidy from the General Fund.

A series of tables and charts describing the proposed budget are attached for your review. We look forward to discussing the proposed budget with you next week. If you have any questions prior to the meeting please call me.

MAJOR BUDGET ADJUSTMENTS

COLLECTIVE BARGAINING		$1,413
SALARY & FRINGE INCREASES		$1,413
COLLECTION (BOOKS & MATERIALS)		$476
BOOK BUDGET INCREASE (8.6%)		$356
RETROSPECTIVE CONVERSION (CATALOG)		$60
BOOK THEFT SYSTEM (2)	ONE-TIME	$60
FACILITIES		$1,420
BRANCH ROOFING & MAINTENANCE	ONE-TIME	$490
BLDG. MAINTENANCE & EMERG. REPAIR		$145
OFFICE MOVES (MAIN)	ONE-TIME	$85
UPGRADE BRANCH ELECTRICAL	ONE-TIME	$390
VISITACION VALLEY RENOV. & FF&E	ONE-TIME	$150
INGLESIDE FF&E, LEASE, UTILITIES	OT/PERM	$110
ERGONOMIC FF&E	ONE-TIME	$50
INFORMATION TECHNOLOGY		$600
TECHNOLOGY REFRESHMENT	ONE-TIME	$265
MAIN NETWORK UPGRADE	ONE-TIME	$192
BRANCH LIBRARY NETWORK UPGRADE	ONE-TIME	$143
STAFFING (SEE ATTACHMENT B FOR DETAILS)		$540
MAIN (1.87 POSITIONS)		$112
OCYS (1.12 POSITIONS)		$60
PUBLIC AFFAIRS (1.0 POSITION)		$40
TECHNICAL SERVICES (1.0 POSITION)		$62
OPERATIONS STAFF (4.25 POSITIONS)		$171
AUTOMATION (2.0 TECHNICAL SUPPORT POSITIONS)		$88
BRANCH (0.25 POSITION)		$7
SALARY SAVINGS ADJUSTMENT		-$548
INCREASE SALARY SAVINGS 1.5%		-$548
TOTAL		$3,901
PERMANENT/ONGOING	52.0%	$2,027
ONE-TIME EXPENSES	48.0%	$1,874

NOTE: AMOUNTS IN THOUSANDS.

Positions Funded by increasing salary savings

	positions	budget
Automation - (2.0 Technicians)	2.00	$88,250
OCYS - Teen Srvcs Librarian (1.0 3630); and 0.12 Children's Librarian funded in base in current year by redirecting excess salary savings	1.12	$59,606
Operations - Sec. Officer (1.0); Laborers (2.0); and Library Page (0.88) and Stationary Engineer (0.37) funded in base in current year by redirecting excess salary savings	4.25	$171,433
Main - Librarians - GLC Archivist/Access Srvcs (0.70 FTE); and Jr. Mgt Analyst (0.70) and Librarian I (0.47) funded in base in current year by redirecting excess salary savings.	1.87	$111,590
Branch - Ingleside Branch Library Page (0.25 fte)	0.25	$6,713
Techn Srvcs - Asst. Chief - (1.0 3634)	1.00	$61,617
Public Affairs (1.0 Graphic Artist)	1.00	$39,841
SUBTOTAL	11.49	$539,050
Increase Salary Savings by 1.5%		-$548,406
TOTAL		-$9,356

Note: amounts in whole dollars

	Actual 1998-99	Estimated 1999-00	Projected 2000-01
Unappropriated Fund Balance	$0	$274,617	$769,642
Prior Years Adjustments	$0	$880,125	$0
NET UNAPPROPRIATED FUND BALANCE	**$0**	**$1,154,742**	**$769,642**
REVENUE	**$17,322,990**	**$19,400,127**	**$20,118,127**
10XXX Property Tax	$15,660,042	$17,282,000	$18,000,000
25430 Penalties	$0	$0	$0
30150 Interest Earnings	$70,238	$0	$0
30310 Unrealized G	($21,355)	$0	$0
39899 Other City P	$27,065	$27,964	$27,964
44929 Misc. Federal	$0	$0	$0
48111 Homowners	$170,365	$164,735	$164,735
48999 Other State	$927,913	$1,331,806	$1,331,806
62511 Books Paid	$37,306	$31,316	$31,316
62531 Fines	$356,002	$390,764	$390,764
62541 Reserve Post	$11,332	$13,728	$13,728
62542 Library Events	$76,537	$125,228	$125,228
62599 Miscellaneous	$7,545	$32,586	$32,586
TRANSFERS	**$26,706,934**	**$27,216,469**	**$26,881,873**
9201G CTI FR 1G-GE	$26,706,934	$26,270,161	$26,881,873
99999B LPF FUND BALANCE	$0	$946,308	$0
TOTAL REVENUE & TRANSFERS	**$44,029,924**	**$46,616,596**	**$47,000,000**
TOTAL RESOURCES AVAILABLE (carryforward balances, reveune, & transfers)	**$44,029,924**	**$47,771,338**	**$47,769,642**
EXPENDITURES	**$43,755,307**	**$47,001,696**	**$47,106,733**
UNEXPENDED FUND BALANCE	**$274,617**	**$769,642**	**$662,909**
Balance Carried Forward	$274,617	$769,642	$662,909
			1.41%

SAN FRANCISCO PUBLIC LIBRARY
FY 2000-01 PHASE B BUDGET

	Main (415032)	Branch (415035)	Techn Srvc (415033)	IRM (415237)	Pub.Affairs (415233)	Automation (415230)	Operations (415235)	Admin (415034)	MOCYF	Prop J	Fuhrman Fund	Total
Total FTE	176.85	189.22	47.29	8.13	10.76	16.61	67.71	22.14	6.00	58.78	0.00	603.49
Permanent	176.85	179.75	47.29	8.13	10.76	16.61	67.71	20.65	6.00	57.86	0.00	591.61
Temporary	0.00	9.47	0.00	0.00	0.00	0.00	0.00	1.49	0.00	0.92	0.00	11.88
Grant Funded	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Perm Salaries	$8,366,408	$8,433,158	$2,295,010	$481,103	$537,536	$846,292	$2,945,522	$1,276,854	$344,294	$3,115,874	$0	$28,642,051
Temp Salaries	$0	$444,925	$0	$0	$0	$0	$0	$70,000	$0	$43,104	$0	$558,029
Premium Pay	$222,618	$79,873	$25,106	$0	$0	$0	$0	$10,059	$0	$0	$0	$337,656
Overtime	$0	$0	$0	$0	$5,500	$0	$0	$29,769	$0	$0	$0	$35,269
Holiday Pay	$0	$0	$0	$0	$0	$0	$0	$2,097	$0	$0	$0	$2,097
Subtotal	**$8,589,026**	**$8,957,956**	**$2,320,116**	**$481,103**	**$543,036**	**$846,292**	**$2,945,522**	**$1,388,779**	**$344,294**	**$3,158,978**	**$0**	**$29,575,102**
Fringe Benefits	$2,140,234	$1,960,723	$569,905	$111,589	$135,373	$214,203	$782,200	$298,515	$81,776	$754,611	$0	$7,049,129
Total, Salary Budget	**$10,729,260**	**$10,918,679**	**$2,890,021**	**$592,692**	**$678,409**	**$1,060,495**	**$3,727,722**	**$1,687,294**	**$426,070**	**$3,913,589**	**$0**	**$36,624,231**
Travel	$0	$0	$0	$0	$0	$0	$0	$30,000	$0	$0	$0	$30,000
Training	$0	$0	$0	$0	$0	$0	$0	$113,880	$0	$0	$0	$113,880
Employee Field Expense	$0	$228	$0	$640	$0	$100	$8,110	$1,240	$0	$0	$0	$10,318
Entertainment & Promotion	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Membership Fees	$0	$0	$0	$0	$0	$0	$0	$77,600	$0	$0	$0	$77,600
Court Fees	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Professional & Spec. Srvcs	$4,200	$0	$187,000	$0	$9,200	$0	$4,000	$60,000	$0	$0	$0	$264,400
Maintenance Srvcs - Bldg	$0	$0	$0	$0	$0	$12,000	$253,000	$0	$0	$0	$0	$265,000
Maintenance Srvcs - Equip	$15,650	$7,850	$20,000	$0	$29,800	$256,982	$161,388	$0	$0	$42,154	$0	$533,824
Rents & Leases - Bldgs	$0	$197,093	$0	$0	$0	$0	$0	$0	$0	$0	$0	$197,093
Rents & Leases - Equip	$0	$0	$3,000	$0	$0	$0	$6,200	$15,800	$0	$0	$0	$25,000
Utilities	$0	$1,500	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,500
Other Current Expenses	$38,000	$40,000	$91,000	$152,000	$10,000	$0	$100,413	$33,173	$0	$30,823	$0	$495,409
Materials & Supplies	$23,116	$140,000	$0	$0	$0	$0	$62,600	$0	$800	$0	$0	$226,516
Bldg & Construction Supplies	$0	$0	$0	$0	$2,000	$1,000	$218,728	$0	$0	$0	$0	$221,728
Equipment Maint Supplies	$0	$0	$1,500	$0	$5,000	$38,000	$0	$0	$0	$1,560	$0	$46,060
Hospital, Clinics and Labs	$0	$0	$0	$0	$0	$0	$5,000	$0	$0	$0	$0	$5,000
Safety	$0	$0	$0	$0	$0	$0	$12,900	$0	$0	$0	$0	$12,900
Fuels & Lubricants	$0	$0	$0	$0	$0	$0	$3,000	$0	$0	$0	$0	$3,000
Other Materials & Supplies	$90,193	$181,918	$103,635	$6,500	$17,500	$175,144	$104,400	$18,000	$11,200	$1,401	$0	$709,891
Books & Materials	$0	$0	$0	$4,143,813	$0	$0	$0	$0	$0	$205,213	$150,000	***$4,499,026***
Capital Projects	$0	$0	$0	$0	$0	$0	$1,164,300	$0	$0	$0	$0	$1,164,300
Equipment	$0	$60,000	$0	$0	$0	$600,000	$50,000	$0	$0	$0	$0	$710,000
Equip. Lease Purchase - Opt	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equip Lease Purchase - City	$0	$0	$0	$0	$0	$10,030	$0	$0	$0	$0	$0	$10,030
Srvcs of Other Depts.	$0	$0	$0	$0	$53,600	$280,174	$864,672	$248,251	$7,700	$1,400	$0	$1,455,797
Interdept'l Recovery	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total, Non-Salary Budget	**$171,159**	**$628,589**	**$406,135**	**$4,302,953**	**$127,100**	**$1,373,430**	**$3,018,711**	**$597,944**	**$19,700**	**$282,551**	**$150,000**	**$11,078,272**
TOTAL	**$10,900,419**	**$11,547,268**	**$3,296,156**	**$4,895,645**	**$805,509**	**$2,433,925**	**$6,746,433**	**$2,285,238**	**$445,770**	**$4,196,140**	**$150,000**	**$47,702,503**

Less MOCYF & Fuhrman Fund ***$47,106,733***

SAN FRANCISCO PUBLIC LIBRARY
FY 2000-01 PHASE B BUDGET

	Main	Branch	Techn Srvc	IRM	Public Affairs	Automation	Operations	Admin	MOCYF	Prop J	Fuhrman Fund	Total
Salaries	$8,589,026	$8,957,956	$2,320,116	$481,103	$543,036	$846,292	$2,945,522	$1,388,779	$344,294	$3,158,978	$0	**$29,575,102**
Fringe Benefits	$2,140,234	$1,960,723	$569,905	$111,589	$135,373	$214,203	$782,200	$298,515	$81,776	$754,611	$0	**$7,049,129**
Non-Personal Services	$57,850	$246,671	$301,000	$152,640	$49,000	$269,082	$533,111	$331,693	$0	$72,977	$0	**$2,014,024**
Materials & Supplies	$113,309	$321,918	$105,135	$6,500	$24,500	$214,144	$406,628	$18,000	$12,000	$2,961	$0	**$1,225,095**
Books & Materials	$0	$0	$0	$4,143,813	$0	$0	$0	$0	$0	$205,213	$150,000	**$4,499,026**
Equipment	$0	$60,000	$0	$0	$0	$610,030	$50,000	$0	$0	$0	$0	**$720,030**
Capital Projects	$0	$0	$0	$0	$0	$0	$1,164,300	$0	$0	$0	$0	**$1,164,300**
Services Other Departments	$0	$0	$0	$0	$53,600	$280,174	$864,672	$248,251	$7,700	$1,400	$0	**$1,455,797**
Total, Expenditures	$10,900,419	$11,547,268	$3,296,156	$4,895,645	$805,509	$2,433,925	$6,746,433	$2,285,238	$445,770	$4,196,140	$150,000	**$47,702,503**

Library Preservation Fund	**$17,947,480**
MOCYF	**$445,770**
Fuhrman Trust Fund	**$150,000**
General Fund	**$29,159,253**
(General Fund Detail)	
Proposition J	$4,196,140
Public Library Fund Grant	$1,331,806
Miscellaneous Revenue	$786,321
General Fund Transfer	$22,844,986

Lib Preservation Fund	$17,947,480
General Fund	$29,159,253
MOCYF	$445,770
Fuhrman Trust Fund	$150,000
TOTAL	$47,702,503

General Fund

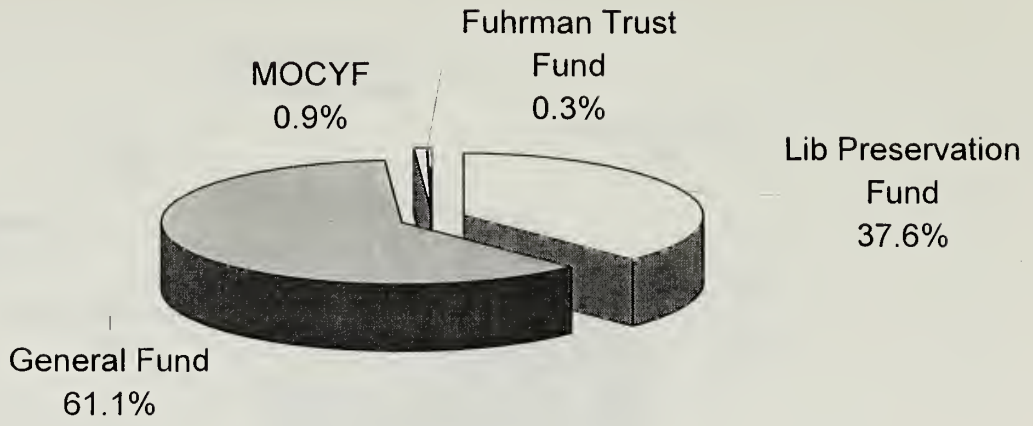
GF Transfer	$22,844,986
Prop J (Childrens Base	$4,196,140
Misc. Revenue	$786,321
State Grant (PLF)	$1,331,806
Total	$29,159,253

Library Preservation Fund

LPF Revenue	$17,947,480
LPF Fund Reserve	$0
Total	$17,947,480

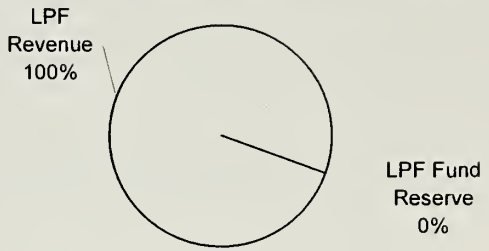
GF Required per Prop E	$29,000,000
GF Appropriated	$29,159,253
GF Subsidy	$159,253

BUDGET BY SOURCE OF FUNDS



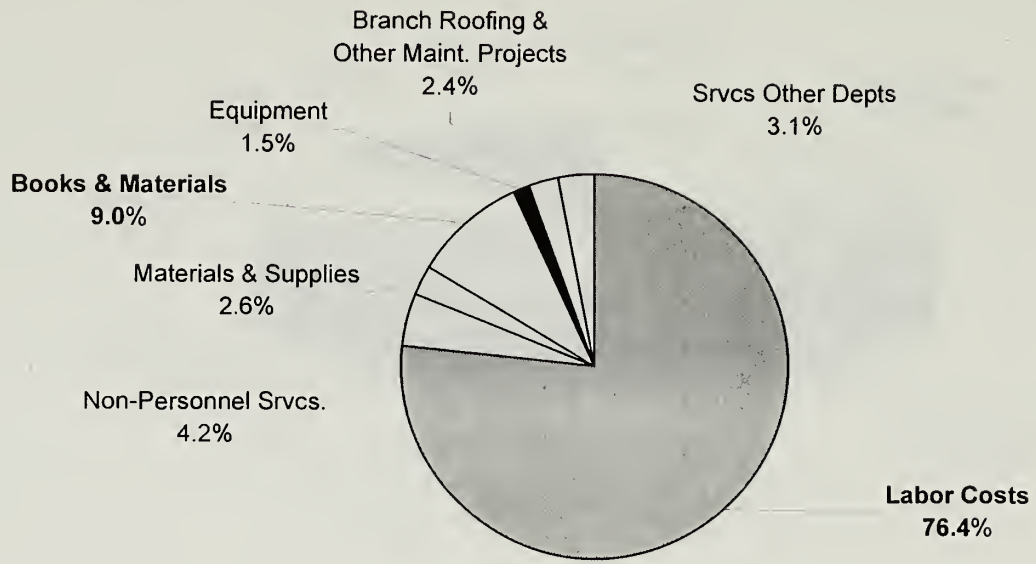
GENERAL FUND BY SOURCE

PROPOSITION E (LPF) BY SOURCE



Salaries	$29,575,102
Fringe Benefits	$7,049,129
	$36,624,231
Labor Costs	$36,624,231
Non-Personnel Srvcs.	$2,014,024
Materials & Supplies	$1,225,095
Books & Materials	$4,499,026
Equipment	$720,030
Branch Roofing & Other M	$1,164,300
Srvcs Other Depts	$1,455,797
TOTAL	$47,702,503

CATEGORIES OF EXPENSE



Main Library	$10,900,419
Branch Libraries	$11,547,268
Techn Srvcs	$3,296,156
Info. Rsrc. Mgt.	$4,895,645
Public Affairs	$805,509
Automation Srvcs	$2,433,925
Operations	$6,746,433
Admin	$2,285,238
MOCYF	$445,770
Prop J	$4,196,140
Fuhrman Fund	$150,000
Total	$47,702,503

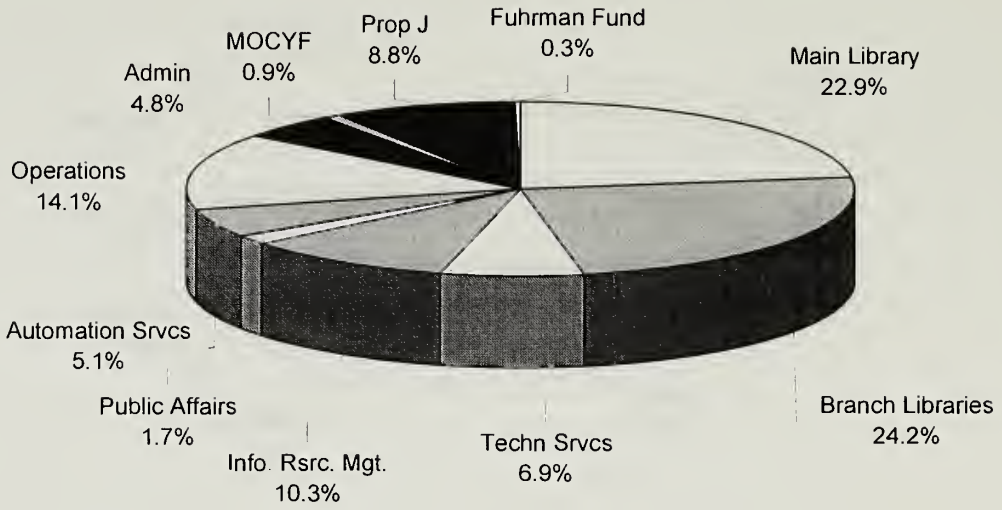
Public Services	$32,135,242
Public Service Support	$13,282,023
Administration	$2,285,238
Total	$47,702,503

Public Services
- Main
- Branch
- Information Resrce Mgt.
- Proposition J
- MOCYF

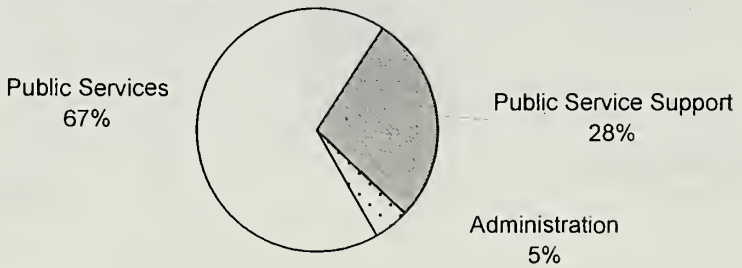
Public Service Support
- Technical Services
- Automation Services
- Operations
- Public Affairs

Administration
- City Librarian's Office
- Finance Office
- Human Resources Office

BUDGET BY PROGRAM



PERCENT OF BUDGET



Main	176.85
Branch	189.22
Techn Srvc	47.29
IRM	8.13
Public Affairs	10.76
Automation	16.61
Operations	67.71
Admin	22.14
MOCYF	6.00
Prop J	58.78
Total	603.49

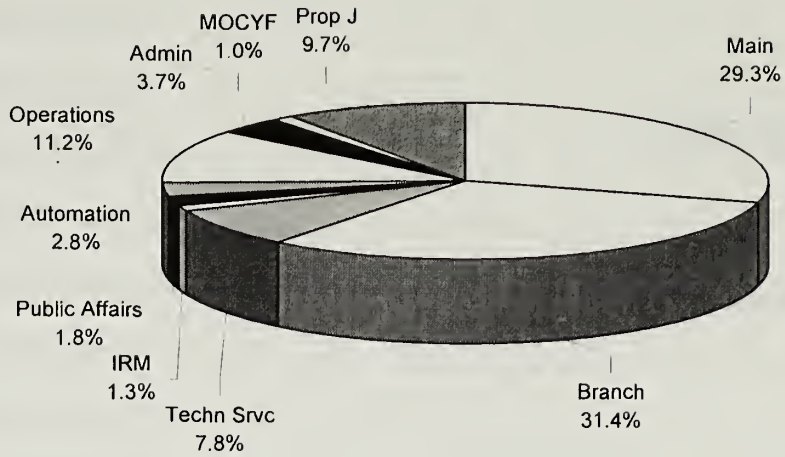
Public Service	438.98
Public Service Support	142.37
Administration	22.14
Total	603.49

Public Services
- Main
- Branch
- Information Resrce Mgt.
- Proposition J
- MOCYF

Public Service Support
- Technical Services
- Automation Services
- Operations
- Public Affairs

Administration
- City Librarian's Office
- Finance Office
- Human Resources Office

FTE BY PROGRAM



Percent of FTE

Public Service Support 24%

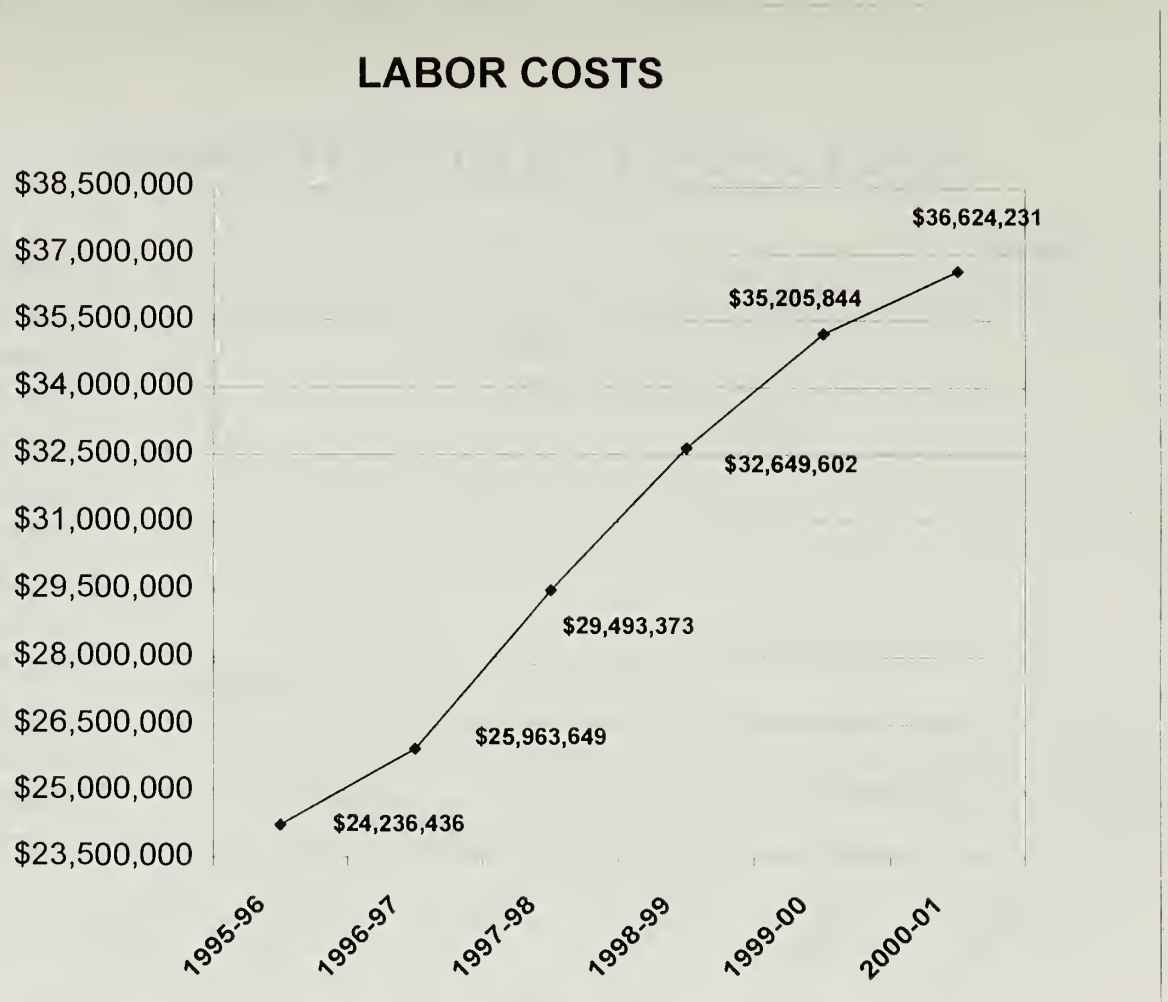
Public Service 72%

Administration 4%

1995-96	$24,236,436
1996-97	$25,963,649
1997-98	$29,493,373
1998-99	$32,649,602
1999-00	$35,205,844
2000-01	$36,624,231

% Change from FY 1995-96

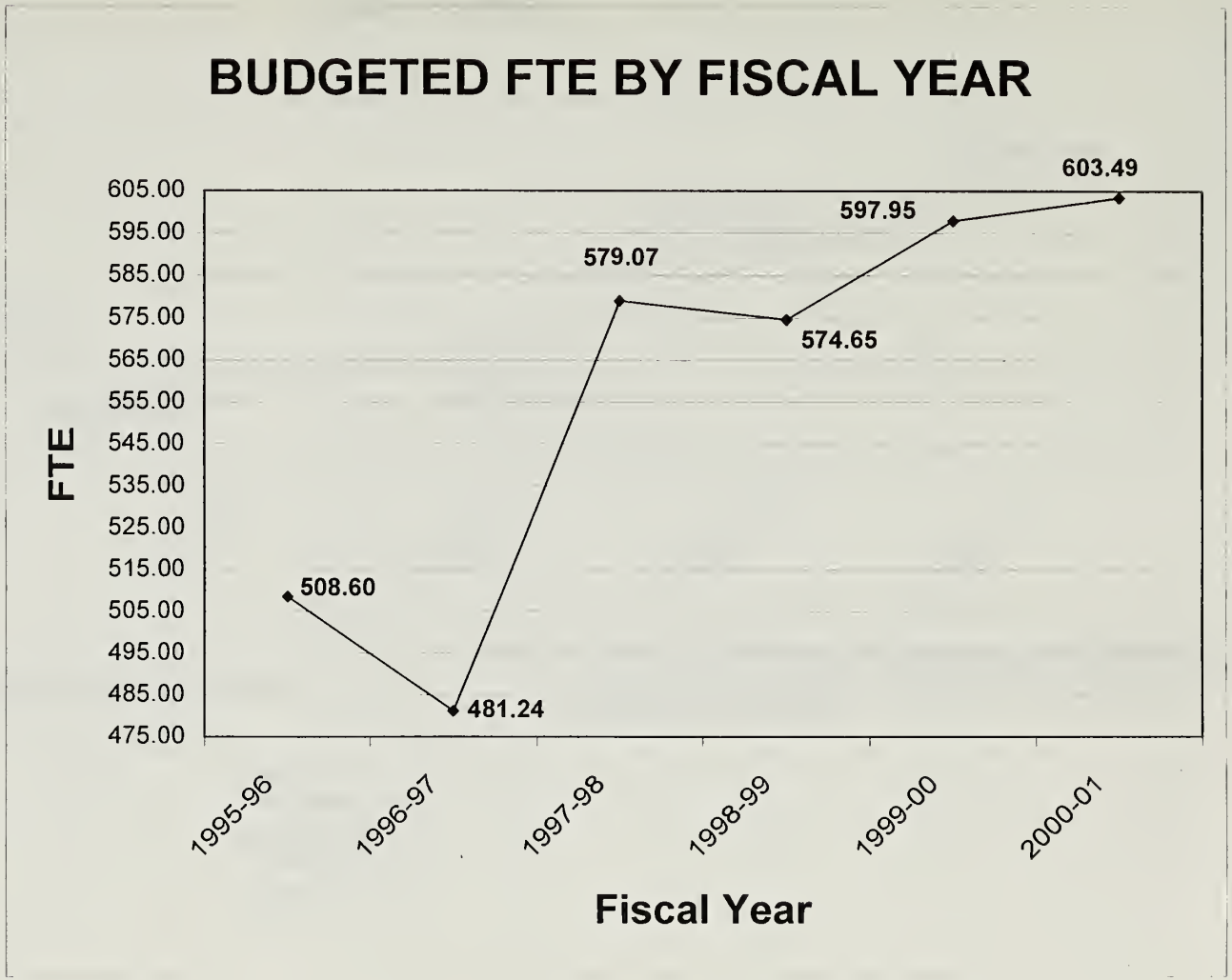
1995-96	---
1996-97	7.13%
1997-98	21.69%
1998-99	34.71%
1999-00	45.26%
2000-01	51.11%



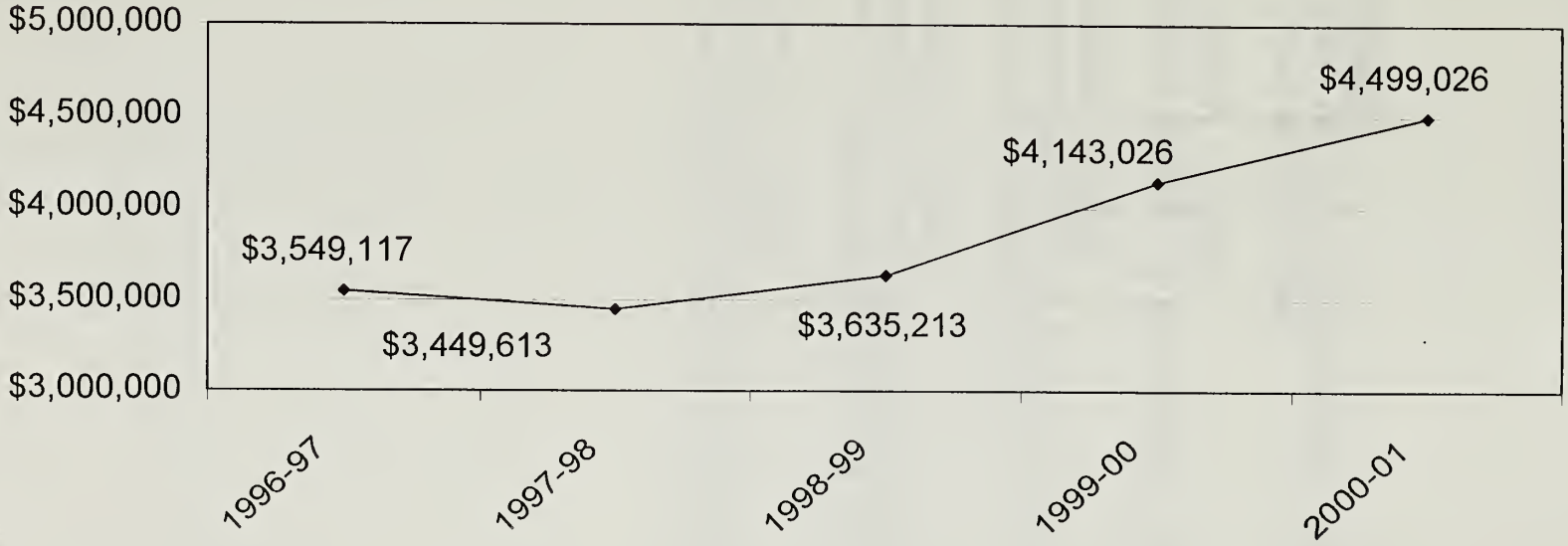
1995-96	508.60
1996-97	481.24
1997-98	579.07
1998-99	574.65
1999-00	597.95
2000-01	603.49

% Change from FY 1995-96

1995-96	---
1996-97	-5.38%
1997-98	13.86%
1998-99	12.99%
1999-00	17.57%
2000-01	18.66%



BOOKS & MATERIALS
ALL FUNDS



FY 2000-01 Book Budget by Source

NOTE: FY 1996-97 and 1997-98 reflect actual expenditures. FY 1998-99 through FY 2000-01 represent budgeted expenditures. FY 2000-01 reflects a 8.6% increase of FY 1999-00.

Change Order Summary

As of January 31, the total amount of approved Change Orders remains is $20,358. The following is a summary of Change Orders:

- Change Order No. 1: $3,000
  Modifications to site grading due to unforeseen condition involving adjacent properties.

- Change Order No. 2: $6,242
  Client requested to add a storage closet and modify the book shelving. Also includes a modification to artwork structural support.

- Change Order No. 3 $7,807
  Client requested to add a horizontal blind at second floor skylight, change in electrical outlet boxes, additional reinforcing steel bars at mechanical equipment pads.

- Change Order No. 4 $3,309
  Client requested to changes to the electrical and telecommunication systems. Also, it includes a modification to the book depository, and additional core drilling for electrical panel.

Status Report on Grant Funded Programs

December 1999

Current Grants

1) Project Title:	**High School and Beyond**
Funding Agency:	Carnegie Foundation
Project Manager:	Toni Bernardi, OCYS
Status:	Current
Amount of Grant:	$500,000
Term of Grant:	7/1/1999 – 6/30/2000
Project Summary:	Enhance collection of materials in branches to support youths' preparation for college or career and provide programs and workshops to assist teens in making informed and successful choices. Workshops and programs include SAT test practices, college choice preparation, introduction to internships, apprenticeships and other career paths, workplace behavior and expectations, resume and interview skills.
Expenditure Overview:	Books and materials - 59% Processing & Cataloging - 10% Personnel - 13% Publicity/Ads/Printing - 7% Contractors-Workshops - 6% Indirect (GF) - 25%
Budgeted Staff:	1 FTE librarian

2) Project Title:	**Youth Materials**
Funding Agency:	State Library –LSTA (Fed/State)
Project Manager:	Toni Bernardi, OCYS
Status:	Current
Amount of Grant:	$10,000
Term of Grant:	10/1/99-9/30/2000
Project Summary:	Grant will purchase books and materials appropriate for youth readers in English and Chinese languages to enhance collections in Chinatown and North Beach Branch Libraries
Expenditure Overview:	Books and Materials -100%
Budgeted Staff:	None

3) Project Title:	**Library Staff Education Program**
Funding Agency:	State Library – LSTA (Fed/State)
Project Manager:	Donna Marion (HRD)
Status:	Current
Amount of Grant:	$6,546
Term of Grant:	10/13/99-9/30/2000
Project Summary:	Funds reimburse tuition for non-professional library staff participating in professional library coursework at accredited library school. Staff applies directly to State Library for participation and acceptance into the program.
Expenditure Overview:	Tuition Reimbursement for 4 employee participants - 100%
Budgeted Staff:	None

4) Project Title:	**Retrospective Conversion of Musical Scores**
Funding Agency:	State Library – LSTA (Fed/State)
Project Manager:	Vivian Pisano, Technical Services
Status:	Current
Amount of Grant:	$10,000
Term of Grant:	9/7/99 – 6/30/00
Project Summary:	Cataloging of musical scores to make them accessible for patron use.
Expenditure Overview:	Contract Cataloging - 100%
Budgeted Staff:	None

5) Project Title:	**Retrospective Conversion and Reformatting of Gay Lesbian Materials**
Funding Agency:	Friends and Foundation of San Francisco Public Library
Project Manager:	Vivian Pisano, Technical Services
Status:	Current
Amount of Grant:	$30,040
Term of Grant:	9/15/99 – 12/31/00
Project Summary:	Cataloging, processing, inventorying and reformatting of unique gay and lesbian collection materials at Main Library and Eureka Branch to make them accessible to patrons.
Expenditure Overview:	Contract Reformat Cataloger – 100%
Budgeted Staff:	None

6) Project Title:	**Center for the Book**
Funding Agency:	State Library – LSTA (Fed/State)
Project Manager:	Marcia Schneider, Public Affairs
Status:	Current
Amount of Grant:	$2,500
Term of Grant:	9/30/99 – 10/1/00
Project Summary:	Promote the appreciation of books through activities such as promotion of children's literacy and reading, promotion of adult literacy, celebration and encouragement of book arts-printers, designers, illustrators, explore issues surrounding the book in an electronic age, celebration and promotion of local authors.
Expenditure Overview:	Programming - 100%
Budgeted Staff:	None

7) Project Title:	**Writers Award Affiliates**
Funding Agency:	Lila Wallace- Reader's Digest Fund (through the Friends & Foundation of SFPL)
Project Manager:	Marcia Schneider/ Paola Muggia. Public Affairs
Status:	Current
Amount of Grant:	$60,000
Term of Grant:	2/5/99- 12/31/02
Project Summary:	Two distinguished writers, W.S. Di Piero and Jack Gilbert will be supported by the Lila Wallace Fund to interact with the library in providing special salon style public seminars and other workshops on the subject of being a writer.
Expenditure Overview:	Exhibits/program coordinator 62% Public receptions 17% Audience Development/Promotion 13% Other contingency 8%
Budgeted Staff:	Exhibits Coordinator .20 FTE

8) Project Title:	**Library Literacy Service**
Funding Agency:	California State Library –CLLS (State)
Project Manager:	Randy Weaver/ Project Read
Status:	Current
Amount of Grant:	$74,000
Term of Grant:	7/1/99-6/30/00
Project Summary:	Funds a portion of salary of Project Read staff including percentage of Tutor/Student Manager, Receptionist, Computer Lab Coordinator & Outreach Coordinator. Friends of the Library advances funding to enable seamless continuation of this project, and are reimbursed through this grant.
Expenditure Overview:	Personnel – 100%
Budgeted Staff:	1.43 FTE

9) Project Title:	**Silver Giving**
Funding Agency:	Silver giving Foundation (through Friends & Foundation)
Project Manager:	Randy Weaver, Project Read
Status:	Current
Amount of Grant:	$10,000
Term of Grant:	7/1/99-6/30/00
Project Summary:	Supports tutor workshops and training sessions for volunteer participants in Project Read programs.
Expenditure Overview:	Operations - 100%
Budgeted Staff:	None

10) Project Title:	**Tutor/Student Enhancement**
Funding Agency:	Friends & Foundation of SFPL
Project Manager:	Randy Weaver, Project Read
Status:	Current
Amount of Grant:	$273,000
Term of Grant:	7/1/99 – 6/30/02
Project Summary:	Supports program implementation of Project Read, adult literacy outreach and tutor training programs by funding a portion of staff salaries including a percentage of Tutor/Student Manager, Receptionist, Computer Lab Coordinator & Outreach Coordinator.
Expenditure Overview:	Personnel – 100%
Budgeted Staff:	1.82 FTE

11) Project Title:	**Gates Library Initiative**
Funding Agency:	Bill & Melinda Gates Foundation
Project Manager:	Vivian Pisano/Donna Corbeil/Ned Himmel, Main & Branches
Status:	Current
Amount of Grant:	$262,900
Term of Grant:	1/14/00-6/30/00
Project Summary:	Will provide 6 computer workstations and 1 printer for each of 15 different neighborhood branch libraries and will provide a complete computer lab comprising 11 computers and server for installation in Main Library 5th floor corner room originally designated as Technology Center, and currently used by Exhibits staff.
Expenditure Overview:	Computer workstations, server and printers – 100%
Budgeted Staff:	None

12) Project Title:	**Technology Literacy Challenge**	
Funding Agency:	California Dept of Education (through Unified School District)	
Project Manager:	Sybil Boutilier/Toni Bernardi	
Status:	Current	
Amount of Grant:	$100,000	
Term of Grant:	1/1/98 – 9/30/02	
Project Summary:	Library trains school librarians and teachers on using SFPL online catalog, databases, Electronic Discovery Centers and Internet resources. Also continues civic conferences.	
Expenditure Overview:	Programming/training materials/promotion & dissemination	30%
	ConferenceTech Consultant &Evaluators, PTAN coverage	70%
Budgeted Staff:	None	

Recently Completed Grants

1) Project Title:	**Chautauqua programs**	
Funding Agency:	California Council for Humanities (through State Library)	
Project Manager:	Laura Lent	
Status:	Complete	
Amount of Grant:	$1,200	
Term of Grant:	8/30/99 – 6/30/2000	
Project Summary:	SFPL participated in California State Sesquicentennial Commemoration events. Three historical scholar-performers made presentations bringing history to life in free public programs.	

2) Project Title:	**Exhibit Program Development**
Funding Agency:	Friends & Foundation
Project Manager:	Marcia Schneider
Status:	complete
Amount of Grant:	$95,900
Term of Grant:	1/1/99-12/31/99
Project Summary:	Provided funding for exhibits staff, and exhibit support costs to enhance and expand library exhibit programming.

3) Project Title:	**Planning For Results**
Funding Agency:	State Library –LSTA (Fed/State) (through Mountain Valley Library System)
Project Manager:	Susan Hildreth
Status:	Complete
Amount of Grant:	$20,000
Term of Grant:	2/3/99 –9/30/99
Project Summary:	Professional planning facilitator assisted SFPL in implementation of a planning process using the Planning For Results guidelines as developed and published by the Public Library Association.

4) Project Title:	**San Francisco Access News**
Funding Agency:	California State Library (LSTA Federal)
Project Manager:	Susan Hildreth/Marti Goddard
Status:	Complete
Amount of Grant:	$77,000
Length of Grant:	3/1/99 – 9/30/99
Project Summary:	Enabled SFPL to extend service to sight and print impaired patrons by providing access to local newspapers through high quality voice synthesis system and touch tone telephone. This is part of a statewide program to provide equal access to local current events and commentary.

5) Project Title:	**InfoPeople Expansion**
Funding Agency:	California State Library (LSTA-Federal)
Project Manager:	Susan Hildreth/Donna Corbeil
Status:	Complete
Amount of Grant:	$18,000
Length of Grant:	3/1/99 –9/30/99
Project Summary:	Provided for two Multimedia computers with Internet access in three neighborhood branches-Anza, North Beach and Visitation Valley. Also provides extensive training for branch staff and a neighborhood partnering non-profit organization.

6) Project Title: **San Francisco Electronic Library**
Funding Agency: National Science Foundation
Project Manager: Toni Bernardi/Sybil Boutilier
Status: Complete
Amount of Grant: $254,438
Length of Grant: 10/1/96 - 6/30/99

Project Summary: 1)Studied implementation and integration of electronic resources in children's services 2) Provided orientation, training & support for patrons and volunteers. 3) Trained Librarians to use various children's CD-Rom programs and to use online technology to access local materials, retrieve remote materials, search the Internet and integrate electronic materials and resources in their reference strategies. 4) Educated teachers about available resources & methods to integrate electronic materials into standard curriculum. 5) Collaborated with community partners to continue development of online Civic Conference connecting youth with government leaders. 6) Equalized online resources and services available in Main and Branches by providing Children's Electronic Discovery Center workstations in 11 neighborhood branches.

7) Project Title: **Literacy Materials**
Funding Agency: State Library-LSTA (through National City Library)
Project Manager: Randy Weaver, Project Read
Status: Complete
Amount of Grant: $1,000
Term of Grant: 5/30/99-9/30/99

Project Summary: Purchased books and materials for Project Read literacy program.

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233. Fax 415.557.4240

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SAN FRANCISCO
PUBLIC LIBRARY

illie L. Brown, Jr.
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nest H. Llorente
esident

harles A. Higueras, A.I.A.
ce President

nnie K. Chin
even A. Coulter
rol Steiman
an A. Streets
rian W. Swig
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mmission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, February 1, 2000

The San Francisco Public Library Commission held a regular meeting on Tuesday, February 1, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:39PM by President Ernie Llorente.

The following members were noted present: President Llorente and Commissioners Coulter, Streets and Swig. Commissioners Chin, Higueras, and Steiman were noted excused attendance.

President Llorente announced that due to scheduling conflicts the Commission would loose its quorum to conduct business at 7:30PM and accordingly was he was moving Agenda items #7, the Library 2000/2001 Budget, and item #4 the proposed Memorandum of Understanding (MOU) between the Library and the Friends and Foundation of the San Francisco Public Library to the beginning of the agenda. He further proposed to take item #10 Public Comment and as many of the other agenda items later in the meeting as time permitted. The Commission President also continued Agenda Item #3 Ocean View Construction Report to the next regular meeting of the Commission.

LIBRARY 2000/2001 BUDGET

Library Finance Director, Mr. George Nichols presented an overview of the proposed library budget for FY 2000/2001. He outlined in some detail revenue sources for the proposed expenditures and discussed limitations imposed by the Mayor's Budget Office and the Controllers Office on the budget submitted by the Library. Mr. Nichols described the baseline budget as $47 million, representing an 8.7% increase over the current budget target. He noted that this provides $3.8 million to fund new expenditures. The Finance Director presented transparencies (copy attached) showing various categories of income and expenditure and discussed how these figures reflected recommended "mandated" new labor related costs. recommended one time expenditures for projects such as branch library roof replacement/repairs and maintenance, additional branch anti-theft systems, and upgrade expenditures for branch systems reflecting Commission budget priorities. Mr. Nichols reported an 8.6% increase in the book budget for a $4.5million total book budget and funding

Members of the public who chose to speak anonymously at this meeting: 1

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increases for retrospective cataloging work. He outlined proposals for technology improvements: technology refreshments replacing older equipment; upgrade of Main Library network; and upgrade of the branch library wide area network. The Library Finance Director next detailed facilities maintenance improvements and repairs proposed including continued roof repairs, upgrading for several branch library basic electrical systems, maintenance and repair of branch mechanical systems, shifting of Children and Youth Services and expansion of the Automation Services at the Main, possible structural modifications at the Visitacion Valley Branch, and potential Ingleside Branch relocation related costs, and ergonomic furniture needed system wide. Mr. Nichols noted that there were many important needs that exceed available funds and that the Commission would have to make difficult choices. He in particular noted desire for further increases in the book budget, public requests from low income neighborhoods for more computers and technological services to shrink the digital divide, requests for increased hours leading to significant increases in labor costs, and the potential increased costs resulting from proposals made in the post occupancy evaluation of the Main Library.

Public Comment: An anonymous member of the public noted that the handout provided at the meeting had not been included in the agenda explanatory documents and conveyed information in a confusing matter. The anonymous member of the public further commented on Mr. Nichols' observations concerning the difficult choices facing the Commission in meeting various program needs given the limited funds available, the lack of funding in the proposed budget for increased hours, and related these to discussion during the Prop. E (Library Preservation Fund) Hearings. Ms. Deetje Boler noted that the materials supplied by Mr. Nichols stated that there was little public demand for changes in library hours, commenting that the public was told that no funding for increased hours was available, and reported that despite this members of the public had asked for additional hours. She additionally called attention to suggestions for use of Library Preservation Fund moneys for items other than books and hours. Mr. Peter Warfield expressed concern with the differing presentations of budget data in various information sheets provided. He noted apparent contradictions in information provided, and also expressed his approval for apparent increases in the book budget and for retrospective cataloging. Mr. Warfield agreed with other comment that the public had been informed at the Prop. E. Hearings that no funding was available for increased hours, and that there had been public requests for more books and hours which should have been considered given the amounts of funding available. Ms. Ellen Egbert, Bernal Branch patron, expressed satisfaction with increases in the book budget, questioned funding of the entire book budget from non-general fund revenues observing that it seemed misleading given that Prop. E. (Library Preservation Fund) allocations were supposed to be supplementary to a basic General Fund allocation to support the library.

President Llorente noted the increased funding for the book budget and for staffing needs.

Mr. Nichols then provided a detailed explanation of the differences in the budget descriptions between the handout provided at the meeting and the other explanatory documents on the proposed budget. Mr. Nichols informed Commissioner Streets concerning aspects of Chart #10 concerning tracking actual expenditures in the book budget and identifying any difference between budgeted amounts for books and the actual amount spent. Mr. Nichols proposed to provide the Commission with a report on any differential between amounts budgeted for books and the amounts spent. He noted that any unspent funds are considered savings which roll over into the library Preservation Fund for reallocation in the next budget. Any such funds obligated by the end of the fiscal year on June 30th are included in a list of "carry over" funds which in recent years has been approved by the Mayor. Commissioner Streets expressed her strong preference that all funds budgeted for books be spent on books. She additionally inquired concerning the availability of grant funds to cover some portion of the technology refreshment needs of the library. In response to a question by President Llorente, Mr. Nichols outlined the status of discussions with the Mayor's Budget Office concerning the proposed budget and concerning the likelihood that the Mayor's Budget Office might make reductions as they did last year with the proposed book budget. Mr. Nichols noted that the fact that the proposed budget required no general Fund subsidy made its approval more likely. In response to Commissioner Coulter, Mr. Nichols described increased efforts to support the Library's affinity centers in the budget. Commissioner Coulter raised concerns with the need for stronger efforts to manage the collection so that increased amounts of newer materials can be accommodated. The Deputy City Librarian reported on efforts directed toward appropriate collection management activities. In answer to Commissioner Coulter and President Llorente's inquiry regarding the library's efforts to fully capture e rate discount savings available to the Library, Mr. Nichols and Ms. Hildreth discussed on-going negotiations with the Department of Telecommunication Services to address this issue. Mr. Nichols described various issues involved in answer to a question by Commission Swig concerning funding sources for projects recommended in the Post Occupancy Evaluation (POE) Report on the Main Library.

MOTION: approval of the proposed FY 2000/2001 Budget was moved by Commissioner Streets, seconded by Commissioner Coulter.

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Streets, and Swig)

FRIENDS AND FOUNDATION MOU

The Deputy City Library, Ms. Hildreth noted that the proposed Memorandum of Understanding (MOU) presented to the Commission for its approval and recommendation to the Board of Supervisors was similar to the draft presented for review at the Commission's January 19, 2000 meeting with the exception of section 1.5 concerning compliance with the amended Sunshine Ordinance rules relating to gifts and donors, and clarified references to the Library and the Commission on Page 1 of the MOU.

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Dr. Timothy Wolfred and Ms. Deborah Doyle of the Friends and Foundation spoke concerning the Friends and Foundation's continuing to support the Library.

Public Comment: An anonymous member of the public observed that the level of applicability of the Sunshine Ordinance described in the proposed MOU was inadequate and opposed the library entering into any form of MOU with private organizations as contrary to the strong imperative to maintain its public nature. Ms. Deetje Boler echoed the previous speaker's concerns, expressed fears of a loss of the public's control over policy and expenditures at the library that were initiated through private funding, and specifically criticized the library's assumption of the full cost of the archivist in the Lesbian and Gay Center. She expressed dismay with the loss of public control and impact of private funds in an institution that is principally publicly funded.

President Llorente called attention to the sizable increase in public involvement with the public library system created by the Friends and Foundation campaigns to support the renovation of the Mission Branch Library and the construction of the new Ocean View Branch Library. In response to a query by Commissioner Streets, Dr. Wolfred commented that the Friends and Foundation were not opposed to increasing the minimum annual support figure described in the proposed Memorandum of Understanding (MOU), noting that the actual funding had exceeded it by significant amounts. The Deputy City Librarian discussed the library's review of the current events management function, reporting that the Friends and Foundation had agreed to continue that role through June 30, 2000, and proposed to bring a recommendation to the Commission on this matter at a future meeting. Dr. Wolfred described issues remaining regarding the potential impact of new Sunshine Ordinance requirement on some donors in response to Commissioner Coulter. In answer to Commissioner Coulter, Deputy City Attorney Adine Varah noted that other city departments have agreements with non-profit support and fundraising organizations. Ms. Varah offered to look into and inform the Commission regarding the nature of these agreements as compared to the proposed MOU. Commissioner Coulter lauded the past accomplishments of the newly merged Friends and Foundation and expressed his strong support for the Library's assumption of full funding for the lesbian and Gay Center archivist position as fully consistent with Commission policy that the affinity centers are component parts of the Library. President Llorente agreed that while foundation support helped get the affinity centers under way Library funding was appropriate as these affinity centers should have a full stake in the institution and are fully integrated, normal components of the library.

MOTION: for approval of the proposed Memorandum of Understanding (MOU) between the Library and the Friends and Foundation of the San Francisco Public Library was moved by Commissioner Streets, seconded by Commissioner Coulter.

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Streets, and Swig)

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MOTION: to recommend approval of the proposed Memorandum of Understanding (MOU) between the Library and the Friends and Foundation of the San Francisco Public Library by the Board of Supervisors was moved by Commissioner Streets, seconded by Commissioner Swig.

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Streets, and Swig)
Commissioner Streets suggested that a statement of appreciation for the Friends and Foundation's outstanding work on behalf of the Library would be appropriate. Deputy City Attorney Adine Varah suggested that if the Commission wished to issue a formal statement of appreciation for the work of the Friends and Foundation, the Commission should calendar a proposed resolution for consideration and adoption at a future meeting.

PUBLIC COMMENT

Public Comment: An anonymous member of the public called attention to the approaching 25th anniversary of the anonymous member of the public's continuous attendance at Library Commission meetings, noted that it was relatively rare for the anonymous member of the public's comments be greeted with laughter, that given the nature of these comments they were not humorous, that ridicule and derision of public comment was an attempt to disenfranchise people and while common in the corporate world was completely inappropriate in a public setting. Ms. Deetje Boler offered her observations on democracy opining that contributions of money and energy were not the same as participating through voting. She further commented on the Friends' decision to end member election of its board, and the non-voting nature of the Library Foundation. Ms. Boler also expressed concern that much of the funds raised were spent on computers, the rapid expansion in numbers of which led to getting rid of old books. Ms. Deborah Doyle of the Friend s and Foundation pointed out that the change in voting practice at the Friends had occurred well before its decision to join together with the Foundation had been made. She further noted that the organization welcomed participation Mr. Peter Warfield remarked that commendations were in order, recommending that Commission commendation be also offered to those who had long and regularly attended Commission meetings.

APPROVAL OF MINUTES of the special meeting of January 19, 2000.

Public comment: An anonymous member of the public noted an error in the draft Minutes describing the minutes as those of a special rather than a regular meeting, again called the Commission's attention to the continuing loss of all quotation and apostrophe's in Minutes posted on the Library website, pointed out a misuse of the term "familiarity", and called attention to a reversal of the intended meaning that they are the same game in the reference to the reference to a "ha ha we lied" vs. "gotcha" game. Ms. Deetje Boler expressed appreciation for the Commission Secretary's work in reporting the Minutes noting the inherent difficulties in transcription. Ms. Boler request three specific corrections in the reported Minutes: correction of a page 7 reference to an environmental hazard arising from

misunderstanding of remarks concerning continuing use of an auto-teller machine at the former Ocean Avenue Branch of the Bank of America and requesting that this change be formally noted in the Minutes; correction of an attributed remark concerning the cost of the book theft system, clarifying that her reference was not to its cost but to the difficulty in understanding what the figure 60 appearing on the chart referred to without an explanatory key; and lastly clarification of her page 3 comments suggesting that all "Internet terminals" rather than all "computers" be put in one place for ease of use. Mr. Peter Warfield agreed that producing the Minutes was a big job, noted that in attributed comments on page 2 of the draft left out his point that there had been no increase in hours or the book budget while income had increased. Additionally, he noted absence of his remarks that certain very significant cost figures for certain specific items were not discussed in the POE. Mr. Warfield also cited lack of mention of his reference to remarks by Library administration concerning security cost concerns related to computers as an example of his previously expressed comments on hidden costs related to grants. Mr. Warfield further asked why previously requested corrections to attributed comments on the Chinatown branch had not been made.

Commissioner Swig pointed out an error in including her rather than Commissioner Steiman among the participants in the closed session. Commissioner Coulter inquired whether to public comment statements accepted under the terms of the revised Sunshine Ordinance were mailed with the Commission's draft minutes and recommended stronger disclaimer language. The Commissioner also expressed concern that such attachments could in time overwhelm the actual minutes and confuse the public. He additionally called attention to a previous comment by a member of the public expressing confusion arising from many references in the Minutes to anonymous member of the public comments when only one individual had offered all of the comments. The Commission Secretary discussed the evolving process in meeting the requirements of the revisions in the Sunshine Ordinance. It was the sense of the Commission to amend the Minutes to include of Ms. Boler's three corrections and the first correction offered by Mr. Warfield.

MOTION: approval of the Minutes of the January 19, 2000 Special Commission meeting as amended was moved by Commissioner Coulter, seconded by Commissioner Swig.

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Streets, and Swig)

The Deputy City Librarian requested that given the time remaining, Item 5 be taken up and her report be deferred to a future meeting.

INGLESIDE BRANCH LIBRARY RELOCATION PROPOSAL

The Deputy City Librarian requested that the Commission formally authorize Library staff to go forward with negotiation to relocate the Ingleside branch as was discussed at the previous Commission Meeting and implicitly authorized in the FY 2000/2001 Library budget.

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Public Comment: An anonymous member of the public expressed concern that the Agenda item did not fully describe what is being proposed, meeting only the minimum legal requirement. The anonymous member of the public pointed out the difficulty faced by people facing many issues becoming aware of this proposal and calling attention to long standing concerns with the status of the Bank of America facility on Ocean Avenue. Ms. Deetje Boler expressed concern that this proposal seemed fast track, that there were many concerns not yet addressed, that this proposal was being pushed by a real estate person, that other options not on a dangerous corner in a commercial area could be considered, that locating branches in city owned facilities had seemed to be a priority. Mr. Peter Warfield echoed comments by previous speakers, called for more time to consider relocation of this branch, called for additional publicity on this proposal in the impacted neighborhood, questioned the role of the real estate person promoting this change, indicated that many issues still needed to be resolved regarding the proposed relocation, and asked a series of questions concerning various costs attributable to relocation of the branch.

Deputy City Librarian Susan Hildreth informed President Llorente that she proposed to bring a full report on the negotiations and any proposed action back to the Commission for its consideration and approval prior to submission to the Board of Supervisors for its approval. President Llorente reported his findings that no appropriate property at City College was available for this use. In answer to Commissioner Coulter, Ms. Hildreth outlined the landlord's agreement to at least $135,000 in required Americans With Disabilities Act (ADA) renovations and the Library's proposal for $100,000 this year and $150,000 next year in branch library remodeling and improvements. Discussions with the Friends and Foundation for furnishings and collection improvements for the Ingleside Branch were outlined. Commissioner Swig expressed interest in obtaining additional information before making a final decision. Commissioner Coulter suggested additional posting of notice on this proposal. Ms. Hildreth described the year long efforts and widespread community petitions and neighborhood action in support of this project.

MOTION: to authorize the Library staff, in collaboration with the Department of Real Estate, to enter into lease negotiations for the use of the former Bank of America building on Ocean Avenue as a site for the Ingleside Branch was moved by Commissioner Coulter, seconded by Commissioner Swig

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Streets, and Swig)

ADJOURNMENT

MOTION: that the meeting be adjourned was moved by Commissioner Coulter, seconded by Commissioner Streets.

Public comment: none offered

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ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Streets, and Swig

The Meeting was adjourned at 7:35PM

Michael Housh, Commission Secretary 2/9/00

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Draft Minutes of the Regular Commission Meeting
of January 1, 2000

Appendix A

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Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1, 2000

Approval of the Minutes
Item 2:

"This agenda item references the special meeting of January 19, 2000, but the minutes themselves refer to a regular meeting.

On the closed session the phrase 'reported familiarity' is used. This is a misapprehension of the term 'familiarity,' which is not synonymous with 'familiar.'

The minutes refer to the website version as lacking 'some punctuation marks.' The statement was that all quotation marks and apostrophes are stripped out. This problem has persisted for several months even though it was fixed as soon as reported a year ago. This must be deliberate, since it is just not credible that the solution that was available then has been lost or forgotten so soon.

General public comment refers to a "Gotcha vs. "Ha, ha, We lied" game. This is the opposite of what was intended, which was that the "Gotcha game" and the "Ha, ha, We lied" game are the same game."

Draft Minutes of the Regular Commission Meeting of February 1, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1, 2000

Friends and Foundation MOU
Item 4:

"Acting City Librarian, Susan Hildreth, refers to an added statement in the MOU at section 1.5 that 'both parties agree to comply with . . . any applicable provision of [the Sunshine Ordinance.' She does not state that this sentence replaces three sentences that were removed. This is unsuitably ambiguous. Does the Foundation recognize that the Sunshine Ordinance applies to them, or do they expect to qualify under some exception? It is not clear.

The public library is an inherently public institution and as such should not be entering into an MOU or contract with a private group that gives the private entity this much power. There is no reason for the library to give away its assets just to get them back in an altered form, which is what is going on."

Draft Minutes of the Regular Commission Meeting of February 1, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1, 2000

Ingleside Branch – Proposed Lease of Space
Item 5:

"I hope that this agenda item is in recognition of the fact that this same item at the last meeting was illegally vague. The public is entitled to an agenda item that is specific. This agenda item is still the minimum the law requires. Many people will only learn of this when the branch itself begins to move.

So the question is, How will this be perceived in the Ingleside neighborhood? The recent controversy in the neighborhood was to keep the Bank of America in that building. Will activists in the neighborhood perceive that the Bank of America is bailing out the library, or that the library is bailing out the Bank of America? I don't know, but if I were sitting on the Commission, I would want an answer to that question."

Draft Minutes of the Regular Commission Meeting of February 1, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1, 2000

Library Budget
Item 7:

"The explanatory documents do not include the handout only available today entitled, "FY 2000 Budget." The back of this document has a subtotal and a total, but there is no explanation of what is being totaled.

The presenter, Mr. Nichols, as part of his presentation asks several rhetorical questions, beginning with, 'Could the money be spent on other things? Yes, it could' etc. He goes on to weigh some of the library's priorities. I wish that he had included the question, 'Should the public be told what it means when the administration states that there is no money for increased hours?' That is exactly what the public was told at all of the Proposition E hearings. This effectively disenfranchised the public from making informed comment."

Draft Minutes of the Regular Commission Meeting of February 1, 2000

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1, 2000

Public Comment
Item 10:

"I want to note that next month, March, is my anniversary (commissioners laugh) and will mark 25 years of virtually continuous attendance at commission meetings.

That laughter undercuts my comment because I want to call your attention to the fact that in general my comments are not met with the derision that was common in the past. This illustrates two points. The commission cannot maintain laughter through extended comments when there is nothing funny and there is nothing funny if the commissioners are not laughing when I begin. It is only speaking in the face of the derision that is ridiculous.

Former Commissioner Jan Zivic once made the point that laughing at people does not convey any information. The point is that greeting people with derision may be a common corporate power game, but in a public setting, it is not appropriate."

FY 2000 Budget

REVENUE

Library Preservation Fund	18,000,000
General Fund	29,000,000
Total (Revenue Target)	**$47,000,000**
LPF Reserve	107,000
Total Revenue	**$47,107,000**

EXPENDITURES

FY 1999-00 Budget	$45,484,000
Less "One-time" Costs	- 2,278,000
FY 2000 Baseline Budget	**$43,206,000**
Labor/Salaries	$1,413,000
Book Budget	476,000
Facilities	1,420,000
Technology	600,000
Staffing	- 8,000
Total Budget FY 2000	**$47,107,000**

Mandated	$1,413,000
Cont. One-times	693,000
Books Budget	356,000
Retrospect. Cat.	60,000
Subtotal	**$2,522,000**
Technology	$ 457,000
Facilities	930,000
Staffing	-8,000
Subtotal	**$1,379,000**
Total	**$3,901,000**

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MAY 17 2000

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
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ice President

onnie K. Chin
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, February 1, 2000 (Approved as amended 3/8/00)

The San Francisco Public Library Commission held a regular meeting on Tuesday, February 1, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:39PM by President Ernie Llorente.

The following members were noted present: President Llorente and Commissioners Coulter, Streets and Swig. Commissioners Chin, Higueras, and Steiman were noted excused attendance.

President Llorente announced that due to scheduling conflicts the Commission would lose its quorum to conduct business at 7:30PM and accordingly he was moving Agenda items #7, the Library 2000/2001 Budget, and item #4 the proposed Memorandum of Understanding (MOU) between the Library and the Friends and Foundation of the San Francisco Public Library to the beginning of the agenda. He further proposed to take item #10 Public Comment and as many of the other agenda items later in the meeting as time permitted. The Commission President also continued Agenda Item #3 Ocean View Construction Report to the next regular meeting of the Commission.

LIBRARY 2000/2001 BUDGET

Library Finance Director, Mr. George Nichols presented an overview of the proposed library budget for FY 2000/2001. He outlined in some detail revenue sources for the proposed expenditures and discussed limitations imposed by the Mayor's Budget Office and the Controllers Office on the budget submitted by the Library. Mr. Nichols described the baseline budget as $47 million, representing an 8.7% increase over the current budget target. He noted that this provides $3.8 million to fund new expenditures. The Finance Director presented transparencies (copy attached) showing various categories of income and expenditure and discussed how these figures reflected recommended "mandated" new labor related cost, recommended one time expenditures for projects such as branch library roof replacement/repairs and maintenance, additional branch anti-theft systems, and upgrade expenditures for branch systems reflecting Commission budget priorities. Mr. Nichols reported an 8.6% increase in the book budget for a $4.5million total book budget and funding

Total number of members of the public who spoke anonymously at this meeting: 1

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increases for retrospective cataloging work. He outlined proposals for technology improvements: technology refreshments replacing older equipment; upgrade of Main Library network; and upgrade of the branch library wide area network. The Library Finance Director next detailed facilities maintenance improvements and repairs proposed including continued roof repairs, upgrading for several branch library basic electrical systems, maintenance and repair of branch mechanical systems, office relocation at the Main, possible structural modifications at the Visitacion Valley Branch, and potential Ingleside Branch relocation related costs, and ergonomic furniture needed system wide. Mr. Nichols noted that there were many important needs that exceed available funds and that the Commission would have to make difficult choices. He in particular noted desire for further increases in the book budget, public requests from low income neighborhoods for more computers and technological services to shrink the digital divide, requests for increased hours leading to significant increases in labor costs, and the potential increased costs resulting from proposals made in the post occupancy evaluation of the Main Library.

Public Comment: An anonymous member of the public noted that the handout provided at the meeting had not been included in the agenda explanatory documents and conveyed information in a confusing matter. The anonymous member of the public further commented on Mr. Nichols' observations concerning the difficult choices facing the Commission in meeting various program needs given the limited funds available, the lack of funding in the proposed budget for increased hours, and related these to discussion during the Prop. E (Library Preservation Fund) Hearings. Ms. Deetje Boler noted that the materials supplied by Mr. Nichols stated that there was little public demand for changes in library hours, commenting that the public was told that no funding for increased hours was available, and reported that despite this members of the public had asked for additional hours. She additionally called attention to suggestions for use of Library Preservation Fund monies for items other than books and hours. Mr. Peter Warfield expressed concern with the differing presentations of budget data in various information sheets provided. He noted apparent contradictions in information provided, and also expressed his approval for apparent increases in the book budget and for retrospective cataloging. Mr. Warfield agreed with other comment that the public had been informed at the Prop. E. Hearings that no funding was available for increased hours, and that there had been public requests for more books and hours which should have been considered given the amounts of funding available. Ms. Ellen Egbert, Bernal Branch patron, expressed satisfaction with increases in the book budget, questioned funding of the entire book budget from non-general fund revenues observing that it seemed misleading given that Prop. E. (Library Preservation Fund) allocations were supposed to be supplementary to a basic General Fund allocation to support the library.

President Llorente noted the increased funding for the book budget and for staffing needs.

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Mr. Nichols then provided a detailed explanation of the differences in the budget descriptions between the handout provided at the meeting and the other explanatory documents on the proposed budget. Mr. Nichols informed Commissioner Streets concerning aspects of Chart #10 concerning tracking actual expenditures in the book budget and identifying any difference between budgeted amounts for books and the actual amount spent. Mr. Nichols proposed to provide the Commission with a report on any differential between amounts budgeted for books and the amounts spent. He noted that any unspent funds are considered savings which roll over into the library Preservation Fund for reallocation in the next budget. Any such funds obligated by the end of the fiscal year on June 30th are included in a list of "carry over" funds which in recent years has been approved by the Mayor. Commissioner Streets expressed her strong preference that all funds budgeted for books be spent on books in the fiscal year in which the funds are allocated. She additionally inquired concerning the availability of grant funds to cover some portion of the technology refreshment needs of the library. In response to a question by President Llorente, Mr. Nichols outlined the status of discussions with the Mayor's Budget Office concerning the proposed budget and concerning the likelihood that the Mayor's Budget Office might make reductions as they did last year with the proposed book budget. Mr. Nichols noted that the fact that the proposed budget required no general Fund subsidy made its approval more likely. In response to Commissioner Coulter, Mr. Nichols described increased efforts to support the Library's affinity centers in the budget. Commissioner Coulter raised concerns with the need for stronger efforts to manage the collection so that increased amounts of newer materials can be accommodated. The Deputy City Librarian reported on efforts directed toward appropriate collection management activities. In answer to Commissioner Coulter and President Llorente's inquiry regarding the library's efforts to fully capture e rate discount savings available to the Library, Mr. Nichols and Ms. Hildreth discussed on-going negotiations with the Department of Telecommunication Services to address this issue. Mr. Nichols described various issues involved in answer to a question by Commission Swig concerning funding sources for projects recommended in the Post Occupancy Evaluation (POE) Report on the Main Library.

MOTION: approval of the proposed FY 2000/2001 Budget was moved by Commissioner Streets, seconded by Commissioner Coulter.

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Streets, and Swig)

FRIENDS AND FOUNDATION MOU

The Deputy City Librarian, Ms. Hildreth noted that the proposed Memorandum of Understanding (MOU) presented to the Commission for its approval and recommendation to the Board of Supervisors was similar to the draft presented for review at the Commission's January 19, 2000 meeting with the exception of section 1.5 concerning compliance with the amended Sunshine Ordinance rules relating to gifts and donors, and clarified references to the Library and the Commission on Page 1 of the MOU.

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Dr. Timothy Wolfred and Ms. Deborah Doyle of the Friends and Foundation spoke concerning the Friends and Foundation's continuing to support the Library.

Public Comment: An anonymous member of the public observed that the level of applicability of the Sunshine Ordinance described in the proposed MOU was inadequate and opposed the library entering into any form of MOU with private organizations as contrary to the strong imperative to maintain its public nature. Ms. Deetje Boler echoed the previous speaker's concerns, expressed fears of a loss of the public's control over policy and expenditures at the library that were initiated through private funding, and specifically criticized the library's assumption of the full cost of the archivist in the Lesbian and Gay Center. She expressed dismay with the loss of public control and impact of private funds in an institution that is principally publicly funded.

President Llorente called attention to the sizable increase in public involvement with the public library system created by the Friends and Foundation campaigns to support the renovation of the Mission Branch Library and the construction of the new Ocean View Branch Library. In response to a query by Commissioner Streets, Dr. Wolfred commented that the Friends and Foundation were not opposed to increasing the minimum annual support figure described in the proposed Memorandum of Understanding (MOU), noting that the actual funding had exceeded it by significant amounts. The Deputy City Librarian discussed the library's review of the current events management function, reporting that the Friends and Foundation had agreed to continue that role through June 30, 2000, and proposed to bring a recommendation to the Commission on this matter at a future meeting. Dr. Wolfred described issues remaining regarding the potential impact of new Sunshine Ordinance requirement on some donors in response to Commissioner Coulter. In answer to Commissioner Coulter, Deputy City Attorney Adine Varah noted that other city departments have agreements with non-profit support and fundraising organizations. Ms. Varah offered to look into and inform the Commission regarding the nature of these agreements as compared to the proposed MOU. Commissioner Coulter lauded the past accomplishments of the newly merged Friends and Foundation and expressed his strong support for the Library's assumption of full funding for the Gay and Lesbian Center archivist position as fully consistent with Commission policy that the affinity centers are component parts of the Library. President Llorente agreed that while Foundation support helped get the affinity centers under way Library funding was appropriate as these affinity centers should have a full stake in the institution and are fully integrated, normal components of the library.

MOTION: for approval of the proposed Memorandum of Understanding (MOU) between the Library and the Friends and Foundation of the San Francisco Public Library was moved by Commissioner Streets, seconded by Commissioner Coulter.

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Streets, and Swig)

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MOTION: to recommend approval of the proposed Memorandum of Understanding (MOU) between the Library and the Friends and Foundation of the San Francisco Public Library by the Board of Supervisors was moved by Commissioner Streets, seconded by Commissioner Swig.

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Streets, and Swig)
Commissioner Streets suggested that a statement of appreciation for the Friends and Foundation's outstanding work on behalf of the Library would be appropriate. Deputy City Attorney Adine Varah suggested that if the Commission wished to issue a formal Resolution stating its appreciation for the work of the Friends and Foundation, the Commission should calendar a proposed resolution for consideration and adoption at a future meeting.

PUBLIC COMMENT

Public Comment: An anonymous member of the public called attention to the approaching 25th anniversary of the anonymous member of the public's continuous attendance at Library Commission meetings, noted that it was relatively rare for the anonymous member of the public's comments be greeted with laughter, that given the nature of these comments they were not humorous, that ridicule and derision of public comment was an attempt to disenfranchise people and while common in the corporate world was completely inappropriate in a public setting. Ms. Deetje Boler offered her observations on democracy opining that contributions of money and energy were not the same as participating through voting. She further commented on the Friends' decision to end member election of its board, and the non-voting nature of the Library Foundation. Ms. Boler also expressed concern that much of the funds raised were spent on computers, the rapid expansion in numbers of which led to getting rid of old books. Ms. Deborah Doyle of the Friends and Foundation pointed out that the change in voting practice at the Friends had occurred well before its decision to join together with the Foundation had been made. She further noted that the organization welcomed participation. Mr. Peter Warfield remarked that commendations were in order, recommending that Commission commendation be also offered to those who had long and regularly attended Commission meetings.

APPROVAL OF MINUTES of the special meeting of January 19, 2000.

Public comment: An anonymous member of the public noted an error in the draft Minutes describing the minutes as those of a special rather than a regular meeting, again called the Commission's attention to the continuing loss of all quotation and apostrophe marks in Minutes posted on the Library website, pointed out a misuse of the term "familiarity", and called attention to a reversal of the intended meaning that they are the same game in the reference to the reference to a "ha ha we lied" vs. "gotcha" game. Ms. Deetje Boler expressed appreciation for the Commission Secretary's work in reporting the Minutes noting the inherent difficulties in transcription. Ms. Boler request three specific corrections in the reported Minutes: correction of a page 7 reference to an environmental hazard arising from

misunderstanding of remarks concerning continuing use of an auto-teller machine at the former Ocean Avenue Branch of the Bank of America and requesting that this change be formally noted in the Minutes; correction of an attributed remark concerning the cost of the book theft system, clarifying that her reference was not to its cost but to the difficulty in understanding what the figure 60 appearing on the chart referred to without an explanatory key; and lastly clarification of her page 3 comments suggesting that all "Internet terminals" rather than all "computers" be put in one place for ease of use. Mr. Peter Warfield agreed that producing the Minutes was a big job, noted that in attributed comments on page 2 of the draft left out his point that there had been no increase in hours or the book budget while income had increased. Additionally, he noted absence of his remarks that certain very significant cost figures for certain specific items were not discussed in the POE. Mr. Warfield also cited lack of mention of his reference to remarks by Library administration concerning security cost concerns related to computers as an example of his previously expressed comments on hidden costs related to grants. Mr. Warfield further asked why previously requested corrections to attributed comments on the Chinatown branch had not been made.

Commissioner Swig pointed out an error in including her rather than Commissioner Steiman among the participants in the closed session. Commissioner Coulter inquired whether to public comment statements accepted under the terms of the revised Sunshine Ordinance were mailed with the Commission's draft minutes and recommended stronger disclaimer language. The Commissioner also expressed concern that such attachments could in time overwhelm the actual minutes and confuse the public. He additionally called attention to a previous comment by a member of the public expressing confusion arising from many references in the Minutes to anonymous member of the public comments when only one individual had offered all of the comments. The Commission Secretary discussed the evolving process in meeting the requirements of the revisions in the Sunshine Ordinance. The Commission Secretary noted amendment of the Minutes to include Ms. Boler's three corrections and the first correction offered by Mr. Warfield.

MOTION: approval of the Minutes of the January 19, 2000 Special Commission meeting as amended was moved by Commissioner Coulter, seconded by Commissioner Swig.

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Streets, and Swig)

The Deputy City Librarian requested that given the time remaining, Item 5 be taken up and her report be deferred to a future meeting.

INGLESIDE BRANCH LIBRARY RELOCATION PROPOSAL

The Deputy City Librarian requested that the Commission formally authorize Library staff to go forward with negotiation to relocate the Ingleside branch as was discussed at the previous Commission Meeting and implicitly authorized in the FY 2000/2001 Library budget.

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Public Comment: An anonymous member of the public expressed concern that the Agenda item did not fully describe what is being proposed, meeting only the minimum legal requirement. The anonymous member of the public pointed out the difficulty faced by people facing many issues becoming aware of this proposal and calling attention to long standing concerns with the status of the Bank of America facility on Ocean Avenue. Ms. Deetje Boler expressed concern that this proposal seemed fast track, that there were many concerns not yet addressed, that this proposal was being pushed by a real estate person, that other options not on a dangerous corner in a commercial area could be considered, that locating branches in city owned facilities had seemed to be a priority. Mr. Peter Warfield echoed comments by previous speakers, called for more time to consider relocation of this branch, called for additional publicity on this proposal in the impacted neighborhood, questioned the role of the real estate person promoting this change, indicated that many issues still needed to be resolved regarding the proposed relocation, and asked a series of questions concerning various costs attributable to relocation of the branch.

Deputy City Librarian Susan Hildreth informed President Llorente that she proposed to bring a full report on the negotiations and any proposed action back to the Commission for its consideration and approval prior to submission to the Board of Supervisors for its approval. President Llorente reported his findings that no appropriate property at City College was available for this use. In answer to Commissioner Coulter, Ms. Hildreth outlined the landlord's agreement to at least $135,000 in required Americans With Disabilities Act (ADA) renovations and the Library's proposal for $100,000 this year and $150,000 next year in branch library remodeling and improvements. Discussions with the Friends and Foundation for furnishings and collection improvements for the Ingleside Branch were outlined. Commissioner Swig expressed interest in obtaining additional information before making a final decision. Commissioner Coulter suggested additional posting of notice on this proposal. Ms. Hildreth described the year long efforts and widespread community petitions and neighborhood action in support of this project.

MOTION: to authorize the Library staff, in collaboration with the Department of Real Estate, to enter into lease negotiations for the use of the former Bank of America building on Ocean Avenue as a site for the Ingleside Branch was moved by Commissioner Coulter, seconded by Commissioner Swig

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Streets, and Swig)

ADJOURNMENT

MOTION: that the meeting be adjourned was moved by Commissioner Coulter, seconded by Commissioner Streets.

Public comment: none offered

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ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Streets, and Swig

The Meeting was adjourned at 7:35PM

Michael Housh, Commission Secretary 3/9/00

Total number of members of the public who spoke anonymously at this meeting: 1

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Minutes of the Regular Commission Meeting
of February 1, 2000

Appendix A

The Public Comment Summary Statements included in these draft Minutes are authorized by San Francisco Administrative Code Section 67.16. .

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Total number of members of the public who spoke anonymously at this meeting: 1

Appendix A

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Total number of members of the public who spoke anonymously at this meeting: 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1, 2000

Approval of the Minutes
Item 2:

"This agenda item references the special meeting of January 19, 2000, but the minutes themselves refer to a regular meeting.

On the closed session the phrase 'reported familiarity' is used. This is a misapprehension of the term 'familiarity,' which is not synonymous with 'familiar.'

The minutes refer to the website version as lacking 'some punctuation marks.' The statement was that all quotation marks and apostrophes are stripped out. This problem has persisted for several months even though it was fixed as soon as reported a year ago. This must be deliberate, since it is just not credible that the solution that was available then has been lost or forgotten so soon.

General public comment refers to a "Gotcha vs. "Ha, ha, We lied" game. This is the opposite of what was intended, which was that the "Gotcha game" and the "Ha, ha, We lied" game are the same game."

Minutes of the Regular Commission Meeting of February 1, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1, 2000

Friends and Foundation MOU
Item 4:

"Acting City Librarian, Susan Hildreth, refers to an added statement in the MOU at section 1.5 that 'both parties agree to comply with . . . any applicable provision of [the Sunshine Ordinance.' She does not state that this sentence replaces three sentences that were removed. This is unsuitably ambiguous. Does the Foundation recognize that the Sunshine Ordinance applies to them, or do they expect to qualify under some exception? It is not clear.

The public library is an inherently public institution and as such should not be entering into an MOU or contract with a private group that gives the private entity this much power. There is no reason for the library to give away its assets just to get them back in an altered form, which is what is going on."

Draft Minutes of the Regular Commission Meeting of February 1, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1, 2000

Ingleside Branch – Proposed Lease of Space
Item 5:

"I hope that this agenda item is in recognition of the fact that this same item at the last meeting was illegally vague. The public is entitled to an agenda item that is specific. This agenda item is still the minimum the law requires. Many people will only learn of this when the branch itself begins to move.

So the question is, How will this be perceived in the Ingleside neighborhood? The recent controversy in the neighborhood was to keep the Bank of America in that building. Will activists in the neighborhood perceive that the Bank of America is bailing out the library, or that the library is bailing out the Bank of America? I don't know, but if I were sitting on the Commission, I would want an answer to that question."

Draft Minutes of the Regular Commission Meeting of February 1, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1, 2000

Library Budget
Item 7:

"The explanatory documents do not include the handout only available today entitled, "FY 2000 Budget." The back of this document has a subtotal and a total, but there is no explanation of what is being totaled.

The presenter, Mr. Nichols, as part of his presentation asks several rhetorical questions, beginning with, 'Could the money be spent on other things? Yes, it could' etc. He goes on to weigh some of the library's priorities. I wish that he had included the question, 'Should the public be told what it means when the administration states that there is no money for increased hours?' That is exactly what the public was told at all of the Proposition E hearings. This effectively disenfranchised the public from making informed comment."

Draft Minutes of the Regular Commission Meeting of February 1, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 1, 2000

Public Comment
Item 10:

"I want to note that next month, March, is my anniversary (commissioners laugh) and will mark 25 years of virtually continuous attendance at commission meetings.

That laughter undercuts my comment because I want to call your attention to the fact that in general my comments are not met with the derision that was common in the past. This illustrates two points. The commission cannot maintain laughter through extended comments when there is nothing funny and there is nothing funny if the commissioners are not laughing when I begin. It is only speaking in the face of the derision that is ridiculous.

Former Commissioner Jan Zivic once made the point that laughing at people does not convey any information. The point is that greeting people with derision may be a common corporate power game, but in a public setting, it is not appropriate."

Draft Minutes of the Regular Commission Meeting of February 1, 2000

Appendix A

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Ms. Deetje Boler

SFPL Commission Meeting, 2/1/00

Public Comment on Mr. Nichols' Budget Presentation

Deetje Boler: In the printed materials Mr. Nichols states that the hearings this year "indicated the public's general satisfaction with the number of hours branch libraries were open each week. There was no outpouring of community demand for more hours." Well, that may be the case but at the gate the public was told that there was no possibility of increasing the number of hours, that the hours would just be shifted. So that's not a fair representation of the public's opportunity to express themselves on their desire for more hours and, in fact, they expressed a desire for more hours on particular days, especially the week-ends and evenings.

Also, Mr. Nichols referred repeatedly to the idea of using Library Preservation Funds for suggested POE modifications or changes. I find that astonishing, because I thought it was understood that the Library Preservation Funds are intended for books and hours.

Appendix A

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Ms. Deetje Boler

Public Comment on the Friends & Foundation MOU, #1

Deetje Boler: I share the previous speaker's concern with the remaining independence of the public in the running of the public library. A good example of the concern that I have about the loss of control over our policy and continuing expenditures once technologies or practices have been introduced, for example, is something that came up earlier tonight, which is the Library Foundation's funding of the Gay & Lesbian archivist switching over to the Library budget, which Commissioner Steiman expressed concern about at the last commission meeting. We are seeing a continuing loss of independence on the part of the library administration from the generosity of the Foundation. It's a disturbing problem because although the public may be grateful for outside support the fact is that the vast amount of funding comes from public dollars -- and that's only one reason why private pressures on policy should be restricted.

Comment on the Friends & Foundation MOU, #2

Deetje Boler: I'd like to say something about democracy in connection with running this library. Choice is what exemplifies democracy. (In that context I would like to mention that the Friends used to be a voting organization but they voted themselves out of the right to vote shortly before the merger with the Foundation which also has no voting privileges for its members.) The provision of "furnishings" is also a matter of choice. The old Main had maybe a few dozen computers. When this building opened it had 300-400 computers, which was never a matter of public debate. The Library Foundation has the credit for providing the computers. These take up space -- as well as continuingly increasing resources -- and it results in the pressure to "manage" our collection referred to earlier by Mr. Coulter, which to him means having to get rid of old books. So, that's the sense in which the democracy is lost.

Appendix A

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Ms. Deetje Boler

Comment on Minutes

Deetje Boler: I have three changes that I would like to request to these minutes. On page 7 it says that I referred to the Bank of America having toxic problems. What I said was that there were still deposits in the walls, meaning ATM's -- they used to be called "night deposits". So I would like the reference to toxics removed and a note made that it's being removed. Secondly, the minutes say that I criticized the cost of the book theft system. I didn't. What I criticized was the omission of a code in the budget table indicating that the figures were in thousands, and I gave the example of $60 listed for the book theft system to represent what one might conjecture to be $60,000. Thirdly, on page 3 the minutes say I suggested that all the computers be put in one place in the library. I said "all the Internet terminals". So, I would like "internet terminals" to be substituted for "computers" and have it so noted.

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SAN FRANCISCO
PUBLIC LIBRARY

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NOTICE OF MEETING

A special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

DATE: Wednesday, February 9, 2000
TIME: 5:30PM
PLACE: Koret Auditorium
Main Library, lower level

The meeting will be called to order

AGENDA*+:

1. PUBLIC EMPLOYEE APPOINTMENT/HIRING: City Librarian ACTION

Public comment: (on all matters pertaining to the closed session)

Closed Session. Pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) discussion and possible action to nominate a candidate (s) to the Mayor for appointment as Acting City Librarian.

Open Session. Reconvene in open session and, pursuant to San Francisco Administrative Code Section 67.12(b) (4): motion and vote to report any action or roll call vote taken concerning the nomination of a candidate (s) to the Mayor for appointment as Acting City Librarian. Motion and vote to elect whether to disclose any or all of the discussions held in closed session pursuant to San Francisco Administrative Code Section 67.12 (a).

2. PUBLIC COMMENT:
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

3. ADJOURNMENT (requires motion and public comment) ACTION

● Public comment will be taken before or during the Library Commission's consideration of agenda items.

* Documents referred to in the agenda items and any related explanatory documents provided to the Library Commission are available at the Government Information Center, Main Library,5th Floor and at the Office of the Library Commission, Main Library 6th Floor. Whenever possible such documents will be also available on the Library's website at http://sfpl.lib.ca.us/

2/4/00 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individual with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Rachel Arnstine O'Hara, Clerk, the Sunshine Ordinance Task Force, City Hall, Room 362 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or at 415/554-6171 ph. 415/554-6177 FAX and website at Rachel_ArnstineO'Hara@ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/12/00

00 Special

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO
PUBLIC LIBRARY

illie L. Brown, Jr.
ayor

nest H. Llorente
sident

arles A. Higueras, A.I.A.
e President

nnie K. Chin
ven A. Coulter
rol Steiman
n A. Streets
rian W. Swig
mmissioners

gina Minudri
y Librarian

chael Housh
mmission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the Special Meeting of Wednesday, February 9, 2000

The San Francisco Public Library Commission held a special meeting on Wednesday, February 9, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:33PM by President Ernie Llorente.

The following members were noted present: President Llorente and Commissioners Steiman, Streets, and Swig.

Vice President Higueras was noted excused attendance.

Commissioner Coulter joined the meeting at 5:38PM

MOTION: by Commissioner Streets, 2nd by Commissioner Swig to go into closed session Pursuant to Government Code Section 54957 and San Francisco administrative Code Section 67.10(b) discussion and possible action to nominate a candidate (s) to the Mayor for appointment as Acting City Librarian.

Public comment: An anonymous member of the public expressed concerns that the Library Commissioners sought a "Clint Eastwood" of librarians for city Librarian sustaining a downward spiral of defensiveness and hostility, and detailed recollections of previous selections of city librarian. Mr. Peter Warfield noted puzzlement concerning the action to be taken mentioning that the title "Acting City Librarian" did not appear to exist and was not found on any organization chart. Mr. Warfield further decried the lack of a search process for candidates for City Librarian, and noted a lack of a fixed end date observing that Ms. Minudri had been originally appointed as "Acting City Librarian". Mr. Jim Kirwin suggested that the Commissioners are unqualified to appoint a city librarian, that the Commissioners had presided over a "corporate invasion" of the library, that the Commissioners had failed to repair book handling systems that damaged materials, that the San Francisco Public Library existed in the "dark ages", that "nobody wants the job", that the Commissioners had demonstrated no expertise in either libraries nor fundraising, and that despite increases in public funding financial problems

number of members of the public who spoke anonymously at this meeting: 1

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker . Their contents are neither generated by, nor subject to approval by, the San Francisco Public Library Commission.

remain. Mr. Kirwin additionally accused the former City Librarian and the Commission of de-emphasizing books in favor of technology, criticized Commissioner Coulter's work on the Commission, alleged improper utility contracts, denounced the role of the Library Foundation, opined that a "hostile take over" of the Friends of the Public Library had occurred, and claimed private funding to support the Library had been misrepresented and overstated.

ACTION: Aye 5-0 (Coulter, Llorente, Steiman, Streets, and Swig)

Commissioner Chin arrived and departed during the closed session.

(Participants in the closed Session were President Llorente, Commissioners Chin, Coulter, Steiman, Streets, and Swig, Deputy City Librarian Susan Hildreth, and Michael Housh, Commission Secretary).

The Commission reconvened in open session at 6:43PM

Public comment: An anonymous member of the public acknowledged the Commission's taking additional public comment on the item, noted that no position of Acting City Librarian existed, that there was a need for a permanent City Librarian, and suggested the action proposed could been seen as a rationalization for decisions made in closed session. Ms. Deetje Boler inquired concerning to which matters noted in the two motions should each have a public comment opportunity to be addressed. Mr. Jim Kirwin asked why the need for secrecy in this matter, that it was his belief that the public was shut out and suggested additional public comment time, and that he took exception to the selection process noting a lack of staff input or public participation. Mr. Peter Warfield again requested an answer to his question regarding the position of Acting City Librarian.

MOTION: Commissioner Streets, 2nd by Commissioner Steiman pursuant to San Francisco Administrative Code Sections Section 67.12 (a): to report that a candidate for the position of Acting City Librarian was discussed and that Deputy City Librarian Susan Hildreth had been nominated by the Commission to the Mayor for appointment as Acting City Librarian for a period of six months.

ACTION: Aye 5-0 (Coulter, Llorente, Steiman, Streets, and Swig)

MOTION: by Commissioner Streets, 2nd by Commissioner Steiman pursuant to San Francisco Administrative Code Section 67.12(b) (4)to report that by roll call vote of all six Library Commissioners present Ms. Hildreth had been nominated for appointment as Acting City Librarian for a period of six months. unanimously.

ACTION: Aye 5-0 (Coulter, Llorente, Steiman, Streets, and Swig)

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker . Their contents are neither generated by, nor subject to approval by, the San Francisco Public Library Commission.

PUBLIC COMMENT: An anonymous member of the public indicated approval of the Commission's decision to disclose its designated nominee and continued discussion of reflections occasioned by the 25th anniversary of the anonymous member of the public's regular attendance at Library Commission meetings. The anonymous member of the public expressed concern with an atmosphere of ridicule that was described as characteristic of the Commission's response to those attending its meetings. The anonymous member of the public also discussed similarities and differences between the Commissioners and members of the public attending its meetings. Mr. Jim Kirwin opined that the Commission planned to convert the free public Library to a private telecommunications concept library of the future, that the Commission proposed to alter the nature of the library, questioned various amounts of private funds reported raised, cited reported dumping of books in a landfill, alleged loss of books worth millions in public property by the Commission, claimed that the Commission fought efforts to inform the public, critiqued the architecture of the Main Library, alleged millions of additional missing books, denounced a Mayoral library audit as invalid, and claimed the that Commission's position on every issue had been wrong. Mr. Peter Warfield thanked the Commission for disclosing their discussion in closed session.

In answer to an question by Commissioner Steiman, the City Librarian clarified that reported numbers of books in the collection referred to those in the Main Library and to additional books found in branch libraries.

ADJOURNMENT

MOTION: that the meeting be adjourned was moved by Commissioner Coulter, seconded by Commissioner Swig.

Public comment: none offered

ACTION: APPROVED Aye 5-0 (Llorente, Coulter, Steiman, Streets, and Swig

The Meeting was adjourned at 7:01PM

Michael Housh, Commission Secretary 2/23/00

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Draft Minutes of the Special Commission
Meeting of February 9, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 9, 2000

Public Employee Appointment/Hiring: City Librarian
Item 1: Closed Session

"I would like to clarify the only criterion you have recognized in a city librarian: That he be the 'Clint Eastwood of librarians.'

In the interim between Mr. Dowlin and his predecessor, a newspaper columnist who was primarily a humorist visited the library and, in describing the conditions he found, stated that the library needed a Clint Eastwood of librarians. The commission president picked this up and used it without any of the irony that was part of the context. One of many ironies is that those conditions existed because Mr. Dowlin's predecessor thought that he was the Clint Eastwood of librarians.

It is precisely the resistence to this authoritarianism that creates the unfortunate conditions that have become endemic to this institution. This is especially meaningful for librarians because they think of themselves as part of a profession that is above having to deal with a Clint Eastwood of librarians."

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In this situation it makes sense to have openness. In deciding whether to disclose or not to disclose it would be beneficial to the public and the commission itself to have a full disclosure of your action in this matter."

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Public Comment
Item 2

"I am making a series of comments apropos my anniversary of 25 years of continuous attendance at commission meetings. What has characterized the vast majority of that period, and at the same time has kept me fascinated, is the ridicule of the public.

If we took the public over that twenty-five years who faced the defamation and ridicule that infects this institution and lined them up opposite the commissioners during the same period, and then attempted to distinguish them on any criterion of accomplishment or status, not only would one not be able to tell the difference, but Nancy Pelosi and Fran Streets would look like they were on the wrong side.

I hope the commissioners will consider the fact that they are not always on the side of entrenched authority, but will on occasion themselves be put in a position where they will have to redeem the truth."

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

(Approved as amended 3/8/00)

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ACTION: Aye 5-0 (Coulter, Llorente, Steiman, Streets, and Swig)
Commissioner Chin arrived and departed during the closed session.

(Participants in the closed Session were President Llorente, Commissioners Chin, Coulter, Steiman, Streets, and Swig, Deputy City Librarian Susan Hildreth, and Michael Housh, Commission Secretary).

The Commission reconvened in open session at 6:43PM

Public comment: An anonymous member of the public acknowledged the Commission's taking additional public comment on the item, noted that no position of Acting City Librarian existed, that there was a need for a permanent City Librarian, and suggested the action proposed could been seen as a rationalization for decisions made in closed session. Ms. Deetje Boler inquired concerning to which matters noted in the two motions should each have a public comment opportunity to be addressed. Mr. Jim Kirwin asked why the need for secrecy in this matter, that it was his belief that the public was shut out and suggested additional public comment time, and that he took exception to the selection process noting a lack of staff input or public participation. Mr. Peter Warfield again requested an answer to his question regarding the position of Acting City Librarian.

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ACTION: Aye 5-0 (Coulter, Llorente, Steiman, Streets, and Swig)

MOTION: by Commissioner Streets, 2nd by Commissioner Steiman pursuant to San Francisco Administrative Code Section 67.12(b) (4)to report that by roll call vote , all six Library Commissioners present unanimously voted to nominate Deputy City Librarian Susan Hildreth for appointment as Acting City Librarian for a period of six months.

ACTION: Aye 5-0 (Coulter, Llorente, Steiman, Streets, and Swig)

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ADJOURNMENT

MOTION: that the meeting be adjourned was moved by Commissioner Coulter, seconded by Commissioner Swig.

Public comment: none offered

ACTION: APPROVED Aye 5-0 (Llorente, Coulter, Steiman, Streets, and Swig

The Meeting was adjourned at 7:01PM

Michael Housh, Commission Secretary 2/23/00

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Minutes of the Special Commission
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NOTICE OF MEETING

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A.
Vice President

Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Librarian W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

A special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

DATE: Wednesday, February 16, 2000
TIME: 5:30 PM
PLACE: Koret Auditorium
Main Library, lower level

The meeting will be called to order

AGENDA*+:

1. POST OCCUPANCY EVALUATION REPORT ACTION
Presentation of, discussion of, and possible action to receive the Post Occupancy Evaluation (POE) of the Main Library as the completed report for the Commission's review and consideration.
Explanatory Document: The Post Occupancy Evaluation Report on the Main Library.

2. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

3. ADJOURNMENT (requires motion and public comment) ACTION

* Public comment will be taken before or during the Library Commission's consideration of each agenda item.

+ Documents referred to in the agenda items and any related explanatory documents provided to the Library Commission are available at the Government Information Center, Main Library, 5th Floor and at the Office of the Library Commission, Main Library 6th Floor. Whenever possible such documents will be also available on the Library's website at http://sfpl.lib.ca.us/

2/8/00 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Pol For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Rachel Arnstine O'Hara, Clerk, the Sunshine Ordinance Task Force, City Hall, Room 362 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or at 415/554-6171 ph. 415/554-6177 FAX and website at Rachel_ArnstineO'Hara@ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/12/00

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The meeting was called to order at 5:38PM by President Ernie Llorente.

The following members were noted present: President Llorente, and Commissioners Chin, Coulter, Higueras, Streets, and Swig.

Commissioner Chin joined the meeting at 5:41
Commissioner Steiman was noted excused attendance.

REPORT ON THE POST OCCUPANCY EVALUATION OF THE MAIN LIBRARY
President Llorente noted that this presentation was for the purpose of the Commission's accepting the final report on the Post occupancy Evaluation of the Main Library (POE) as the consultants completed work. Ms. Cynthia Ripley, introduced Ms. Florence Mason, Los Angeles City Librarian Susan Kent, and Mr. Scott Lewis of Oppenheim-Lewis, the members of the consultant team which conducted the evaluation and prepared the report and began a discussion of the report. Ms. Ripley described in great detail the scope of the work and the process the team used to carry out study. In particular she emphasized that the post occupancy evaluation was not an architectural study, but an in depth investigation of how public services provided at the Main Library could be enhanced. Ms. Ripley stated that the Main Library met many of the goals for which it had been built very successfully, but that through building changes such as those suggested in the POE additional improvements could be made. Correcting a widely held mistaken impression, Ms. Ripley noted that important public service and building functionality enhancements could be made for significantly less than the $28 million figure reported in the press. Ms. Ripley noted that the Main Library like all such major public buildings would change over the course of its projected century of use. She commented that as needs and technology evolves the library will change and evolve in configuration and uses as well. She noted that the Main Library was already a civic landmark building, and a key element in the Civic Center complex. She observed that its site and under a mandate that it relate to the urban design of surrounding environment determined and limited man aspects of the building. Ms.

Ripley described the recommendations in the report as among several ways which public services could be improved. It was emphasized that the report did not recommend that all of the proposals be done at once. The significance of the recommendations relating to use of Brooks Hall in solving some of the key problems identified in the POE was described. Ms. Ripley called attention to three main issue areas firstly improving capacity, secondarily, improving functionality in two ways - way finding and efficient materials management, and thirdly, how to specifically address items either left over incomplete building construction work and structural and management issues for that were completed as designed, but don't function as needed such as the public toilets.

Ms. Florence Mason described in detail some of the specific proposal for addressing concerns with staff working in the building as well as how well the building facilitates public service. She spoke about the various ways used to identify the key issues of concern by staff and the public. She pointed out that there were many aspects of the building which succeed very well, but the focus of this report was on those areas where errors in providing service occur and how improvements could be made either structurally or operationally . Ms. Mason discussed issues of legibility of way finding in the building, management of materials movement, the functionality of staff workstations and service desks, and various issues involved in considering location and accessibility of various kinds of materials in the building. She discussed the major changes that all libraries are in providing an ever increasing array of kinds of materials and electronic resources. Issues of overall capacity of the building to house collections and issues of future collections' management were briefly addressed.

Los Angeles City Librarian Susan Kent provided an overview of the Main Library in the context of the massive changes in providing information service currently occurring in libraries. Ms. Kent explained the challenges facing all major urban libraries in addressing the immediacy of availability of electronic information in contrast with the very slow process involved in getting hard copy materials to patrons. She discussed the important collections created at the Main Library over decades and the complex challenges in managing duplicate materials, items to be kept in various levels of available storage, and how all of these materials can be housed or relocated to areas better able to make them available to patrons. Ms. Kent discussed the ways that some collections might best be kept and made available in a new public service area in Brooks Hall.

In response to a questions by President Llorente, Ms. Mason agreed that there was a overall 70% favorable response to questions about satisfaction with services at the

Main Library. Additionally, she informed the Commissioners that identification of both issues of concern to the public and to staff were sought in collecting data on problems particularly in the areas where there were shared concerns, even where the perspectives . Ms. Ripley noted what the percentages of patrons and staff experiencing problems meant in real numbers. Ms. Ripley suggested that the most useful ways to enhance the building's ability to improve public service involved addressing capacity, way finding, and materials management on the first and second floors of the Library in answer to President Llorente's questions concerning the impact of the design choice to have a single point of entry into the building. Ms. Ripley noted that there was insufficient capacity in the building for both the current collection or future growth. Ms. Ripley described the problems experienced by most patrons entering the building from various entrances to the building. She identified a need to increase capacity for popular, heavily circulated materials on the first and second floors, for improved signage directing patrons to the location of various materials, and opening of additional entrances to the elevators and the Children's Center . Ms. Ripley noted the apparent excellence of the single entry design in concept in contrast to the problems that resulted in reality. Ms. Mason further discussed how relocation of various first floor service points could significantly sort out cross traffic patterns and facilitate better service to patrons and improve functionality for staff. Ms. Kent reflected that multiple entrances requiring additional security was a common experience in other major libraries as well. Responding to Commissioner Streets' question regarding how collection management issues impact the critical capacity problem the report identified, Los Angeles City Librarian Susan Kent discussed the very serious issues all major libraries are facing regarding what to include in their collections, acceptance of gifts, what materials are appropriate, could collections be digitized to provide information without requiring additional space. Ms. Mason called attention to how the team tackled the capacity problem, calling attention to potential uses for Brooks Hall, the nature of the library's collections and concerning the necessity for development of a plan for future additions and management of its collections with consideration of system wide space limitations. Ms. Ripley highlighted the amount of space allocated to system serving functions in the Main Library Building which might better be relocated thus freeing additional public service space. In answer to Commissioner Swig's question concerning why collection management concerns were not more fully addressed, Ms. Ripley noted they were not part of the scope of work to be included in the request for proposals for the POE. Both Ms. Ripley and Ms. Kent emphasized that this was an issue which was going to have to be addressed no matter how well the building had been planned. Responding to Commission

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Chin, priorities in taking on the various remedies proposed were further explained. Particularly, proposals to address urgent problems with Technical Services were pointed out. Responding to questions by Vice President Higueras, the conceptual nature of many of the recommendations, such as relocation of services for the Blind and Disabled , finding the funds to meet the costs involved in addressing problems identified, and prioritizing immediate needs was emphasized. Commissioner Coulter discussed of some of the fiscal and policy issues involved in the 1980s when the development of the design for and the construction of the new Main Library. Ms. Kent and Ms. Mason discussed the many unanswered questions related to the potential digitization of periodicals as one way to save space in response to a query by Commissioner Coulter. Speaking to a reference to "resistance" in section 2, page 19, it was explained as a reluctance to shift service policies on periodicals from paper to electronic subscriptions, and a lack of collection management determinations concerning periodicals. The team also spoke favorably in answer Commissioner Coulter's inquiry about the practicality of self-check out as a way of improving public service, citing the example of the primarily self check out Singapore Public Library system. There was further discussion of the serious way finding problems resulting from the bankruptcy of the original signage contractor prior to the opening of the Main Library. Additionally Commissioner Coulter discussed the anti-theft factor in the single point of entry approach. He also commented on the 76% of satisfied or very satisfied with Library service comment by patrons. In answer to Commissioner Coulter's questions concerning improved lighting and with the public rest rooms, various already on-going improvement efforts by staff were pointed out by the team. Ms. Ripley noted an intensely critical environment had served to inhibit staff from attempting to address some issues and having encountered the often expressed hope by staff the POE would provide justification for going ahead and making necessary changes. She strongly emphasized that the team focused on sorting out day to day problems as well as grand issues in the Main as it is, rather than investigating how they came to be. Responding to another question by Commissioner Coulter, Ms. Kent and Ms. Mason discussed problems arising from differences between catalog and shelf descriptions of materials. Ms. Mason noted that the finding from this study revealed an issues which had previously not been recognized. The unique nature of scale of undertaking and producing a report like the POE was noted by Ms. Kent. Commissioner Coulter further discussed cataloging issues resulting from additional of significant gift and new collections such as those found in the Hormel Lesbian and Gay collection. He additionally noted favorably the recommendations for

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staff were attempting to remedy problems without adequate funding being set aside to address the significant on-going costs of maintaining the building and equipment at the appropriate level it requires and deserves as the building ages. In response to Commissioner Coulter's observation that many patrons who had read the report, especially those served by the Library for the Blind and Project Read, were very concerned about their future, President Llorente declared that the Commission had no plans to implement any specific recommendation proposed in the POE. He further noted that there would be extensive review, consideration, and public discussion before any action was undertaken. President Llorente then outlined the guidelines for the public comment portion of the discussion. Strict adherence to an equal time limit of three minutes as required by the revised Sunshine Ordinance was mentioned as well as that in the interest of saving time any response to questions would be deferred to the end of comments.

Public comment: Mr. Wayne Sherman complained that he had missed the Feb. 1, 2000 Commission Meeting because he had not received notice until Feb. 2, 2000, that he had not been able to gain access to a full copy of the report because copies were unavailable, that the POE recommended major relocation of existing library services to produce a very small increase in new shelf space, and in his view in this report costing $250,000 produced little information that was not obvious. Mr. Jason Gibbs, a Library employee, expressed concerns with the significant disruption of library services that would result from making changes proposed in the POE with only a modest increase in shelf space resulting, suggested increased operational and staffing costs would be likely as well, raised concerns with sight lines, called attention to potential problems resulting from relocation of service desks, noted that many problems were the result of the architects not utilizing public service staff when planning the building, and expressed hope that the Commission would include the insight of public service staff when trying to improve the Library. Mr. Charles Forester, Acting Executive Director of the Friends and Foundation of the San Francisco Public Library commended the Commission for undertaking the POE and praised the dedicated library staff in working very hard to provide excellent public service. Additionally, Mr. Forester described the Friends and Foundation's support for improved signage in the Library system and also noted the great improvement which the Main Library has made to the renewal of the entire library system. Ms. Margaret Jenkins, Artistic Director of the Margaret Jenkins Dance Company commented as a working artist on the beauty of the Main Library and its impact as a wonderful art filled public space in the urban center. She noted that as a complex challenging work of art it carries out an important function in elevating thinking as an ennobling and transforming space. Mr. Jim Sutton, Friends and Foundation

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Board Member, lauded the Commission's effort to critically assess the building and seek practical solutions to problems. He further noted that there were positive aspects to the perceived problem of patrons wandering throughout the building and engaging in a process of discovery which he believed a worthy library experience in of itself. Ms. Mary Louise Stong, a founder of the Friends of the Library described finding the Main Library Children's Center filled with children late on Christmas Eve, and recalled a visiting friend's comment calling expressing surprise at the many young people using the Library. She observed that some problems may be the result of older patrons unfamiliarity with computers. Mr. Carnel James, a Project Read student urged the Commissioners not to relocate Project Read and spoke eloquently concerning the vital role it plays in meeting the needs of many patrons. ms. Vivian Goodwin, retired librarian, noted that she was hearing about the same problems which she had experienced during her years inn the library, noting in particular the loss of the Business library, and suggested use of a specialized consultant to resolve the cataloging problems with the complex search mechanism. An anonymous member of the public noted the presence of many individuals such as Ms. Goodwin, identified as a former Acting City Librarian, who had an extensive history with the library, responded to President Llorente's comment on the requirements of the Sunshine Ordinance by observing the it required equal apportionment of public comment time not a specific limit of three minutes per comment, critiqued the Consultants suggestion for a break in a climate of constant criticism by suggesting that the Library take a break from constant arrogance. The An anonymous member of the public additionally noted deletion of language in a draft of the POE referring to the report's intention to "put a cap on some of the controversies of the past", expressed disappointment in the report, and challenged positive assessments of the building reported. Mr. Ed Regan found the report well done and proposed creation of a pamphlet room and a dictionary and encyclopedia room in the Main Library. Mr. Jim Haas, Chairman of Civic Pride, noted the lengthy public process involved in creating the library and that similar problems existing in other contemporary new libraries. Mr. Haas commented favorably on proposals for the library's use of Brooks Hall as a public service center accessible from the plaza. Mr. Haas called attention to the significance of the Library's increased role as the keeper of the city's historical records. Mrs. Barbara Berman, Friends and Foundation Board member, praised the devotion and hard work of the library staff and highlighted the major significance of the Main Library as the branch library serving the Tenderloin community. Ms. Deetje Boler echoed the praise offered for the work of the library staff, critiqued the survey results for not polling individuals who did not use the Main Library, that 700 surveys did not represent a valid sample, noted a lack of discussion of EMF concerns, and expressed concern that the increase to 400

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computer terminals resulted in a decision to eliminate books. Ms. Boler also expressed concern that a shortage of shelf space would lead to efforts to eliminate more books. Ms. Jennifer Wilson, a San Francisco teacher, spoke about her many positive experiences bringing groups of students to the library and expressed her support for retaining Project read in such a prominent and easily accessible location in the Main Library made a statement about how important an objective the library and the city believe fostering literacy to be. Ms. Winifred Downing, Chair of the Advisory Committee for the Library for the Blind, described the great importance of services provided by the Library for the Blind, expressed approval of the Commission's support for the Library for the Blind, and called attention to the exemplary level and quality of service to the blind community provided by its staff. Mr. Joe Rosenthal, Friends and Foundation Board Member, applauded the Commission for conducting the POE and praised the work done by the consultant team. Mr. Rosenthal observed that the capacity problem experienced by the Main Library was common to libraries and identified the Third Module of the University of California Northern Regional Library as a facility in part conceptually created to accept lesser used materials from other libraries, as one potential resource to help with this problem. Dr. Gray Brechin, commended the Commission for holding a public discussion on the POE, mentioned that no one had criticized the library's staff, and suggested that the staff had suffered since the Main Library had been built. Additionally, Dr. Brechin discussed aspects of the career of noted California Hydrologist William Hammond Hall as he found they related by example to discussion of responsibility for the problems with the Main Library. Dr. Brechin further discussed his views concerning the Main Library as built, the conduct of supporters of the building in response to its critics, the failings of the Library Commission, a former city Librarian, library administrative staff, and friends of the library to account for its failings, and the lack of any apology by all of those responsible to those who had been criticized for being critical. Mr. Peter Warfield not the difficulty in making comments on so vast a report in the brief period allowed, noting the length of time involved in bringing the report to the Commission for action, expressed concern that the Commission had failed to act to correct problems such as books damaged by the book drop, the recently approved budget specifically did not address items raised in the POE, and that no grant fundshad been sought to address POE related matters.

Commissioner Chin noted that looking for blame in responding to problems identified in the POE mentioning the old Main Library had been found in adequate in the 1940s but was not replaced until the 1990s. Mr. Lewis discussed the various factors that could impact the cost of carrying out solutions for problems identified in the POE in response to Commissioner Chin's question regarding how to determine

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the true cost of doing these projects. Mr. Lewis noted that the cost estimates were very conservatively conceived and proposed so as to be able to be done in pieces. He emphasized that only a real plan, with real objects could produce a real cost figure.

MOTION: by Vice president Higueras, 2nd by Commissioner Chin that the Commission receive the Post Occupancy Evaluation report as the consultants ' final document for its review and consideration.

In response to a question by Commissioner Coulter and comment by Vice President Higueras, President Llorente noted that receiving this report means for consideration and review and that it would formally conclude the consultants' obligations

ACTION: Aye 5-0 (Coulter, Llorente, Steiman, Streets, and Swig)

President Llorente noted that receiving this report would be the beginning of a long process of consideration and review and at the suggestions by Vice President Higueras and Commissioner Streets indicated that the Commission requests that the Acting City Librarian and library staff bring recommendations for some first step responses to the problems identified in the POE and specifically identify the funds currently available to undertake these priority projects. The Acting City Librarian proposed to bring detailed responses to the Commission's request. Commissioner Coulter also requested that staff prepare responses regarding steps being taken to resolve the signage issue, regarding the status of the lawsuit against the former signage contractor, concerning what is needed to participate in Civic center planning related to Brooks Hall, regarding what would be involved in a relocation of Technical Services, concerning what the Library could do to create a Facilities Management team to provide proper long range planning for system wide library facilities and remain on top of on-going maintenance issues and requested a report on management of the periodical collection as a means of finding additional space. Commissioner Coulter also suggested directly involving staff in dealing with the priority matters and agreed with Mr. Warfield's comment that limited funds should spent in a carefully targeted manner. President Llorente suggested follow up on a member of the public's suggestion of collaboration with the University of California to find appropriate storage for lesser used materials. Ms. Ripley discussed the need for finding a balance between amounts of shelf space available in closed stacks as opposed to increased public access to open shelves. At Commissioner Coulter's suggestion, President Llorente agreed to inform the friends and supporters of Project

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Read that the Commissioners understood their concerns and did not propose any action to relocate Project Read.

PUBLIC COMMENT: Mr. Wayne Sherman noted that he had been a public library patron since he was six years old, expressed appreciation for aspects of the Main Library, but noted that their were problems citing locked rest room entrances and blocked elevators which prevented his returning to the meeting to make public comment. Mr. Ed Regan requested consideration of an agenda item extending libr4ary system hours from 6AM to 12 Midnight all year, and creation of dictionary and encyclopedia rooms. Ms. Ellen Egbert suggested that senior Department of Public Works staff be requested to appear before the Commission explain why the remaining building construction issues were unresolved. Ms. Deetje Boler inquired concerning opportunity to question the POE consultants regarding issues discussed in the POE, expressed alarm that increased technology in the library would lead to the sacrifice of books, called attention to the addition of 400 computer terminals in the Main Library resulting in the loss of space for books, and commented the books seemed to be an endangered species in the haste to take on the electronic culture.

In response to a request by President Llorente, the consultants responded to Ms. Boler's questions regarding surveying non-users, the validity of the survey, and EMF related matters. Ms. Ripley and Ms. Mason commented on the survey process and noted that the numbers of respondents surveyed were a statistically valid sample. The Acting City Librarian noted that both she and the Commission Secretary recalled that the issue of surveying non-users was not included in the RFP. Regarding the question about EMF radiation, Ms. Mason reported that the library used no non-standard equipment that did not meet required safety standards and that the issue was not a topic to be addressed in the final RFP. An anonymous member of the public discussed the statement that the Library had been on time on budget and on program during its planning and construction process, expressed a wish that (RFP consultant) Dr. Galen Cranz had been involved in the writing of the POE, and the statement reflected a ferocious approach that anonymous member of the public still found schocking. The anonymous member of the public expressed satisfaction that 25 years of continuous attendance at Public Library Commission meetings had resulted in increased rights for members of the public to attend and comment at

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Commission meetings The anonymous member of the public further noted that when the anonymous member of the public had been denied an opportunity for public comment by President Llorente could that have been a misunderstanding. Mr. Peter Warfield commented that the POE report could be a useful document, questioned interpretation of survey results comments raising concerns with two items with high numbers of unsatisfied respondents with 37.5% unsatisfied with the convenience of hours, and the second largest number 42.5% concerning the availability of items to check out. Mr. Warfield also inquired concerning evaluation of furniture in the POE.

Ms. Ripley noted that ergonomic issues were included in the original scope of the report but that it was a topic that had to be deferred to later study.

Commissioner Chin left the meeting at 8:23PM

Commissioner Chin returned to the meeting at 8:28PM

ADJOURNMENT

MOTION: that the meeting be adjourned was moved by Commissioner Streets, seconded by Commissioner Chin.

Public comment: none offered

ACTION: APPROVED Aye 6-0 (Chin, Coulter, Llorente , Higueras, Streets, and Swig)

The Meeting was adjourned at 8:43PM

Michael Housh, Commission Secretary 2/29/00

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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Draft Minutes of the Special Commission
Meeting of February 16, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 16, 2000

Item 1:
POST OCCUPANCY EVALUATION REPORT

"As usual, President Llorente has misrepresented the new amendment to the Sunshine Ordinance which simply requires that speakers be treated equally. Whether that is with more than three minutes is up to you.

The consultants urged a break in the constant criticism, but that requires a break in the constant arrogance. Unfortunately the report does not represent such a break.

It was the hope of many people that this report would put a closure on some of the controversies, and it is a shame that this report did not retain that as one of its goals.

The commission has noted that in the report 76% of the library patrons are described as "satisfied." But later on that same page is the statement that dissatisfaction increases with frequency of visits. If the most experienced and knowledgeable patrons are the most dissatisfied, that should be of very great concern to you."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 16, 2000

Item 2:
PUBLIC COMMENT

"I am grateful for the comments of Dr. Brechin. The idea that this library was "on schedule, on budget and on program" were not naive and innocent statements, but were enforced with a ferocity that was shocking and is still shocking to recall.

I count the twenty-fifth anniversary of my attendance at these meetings from March, because that is the first meeting I attended, but if I counted from the first meeting I attempted to attend, it would be in November. It took the better part of four months to establish that I had a right to attend these meetings.

I want to ask, rhetorically, if there was some point between the first time I had to prove my right to attend and Mr. Llorente's denial of my right to make public comment in May of 1999 when I should have passed it off as merely a misunderstanding?"

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Special SFPL Commission Meeting of 2/16/00. Re Post-Occupancy Evaluation

Public Comment

Deetje Boler: The conclusions from the POE survey of patrons are neither reliable nor valid: unreliable because the number surveyed is such a small percentage of users and invalid because it excludes those who have chosen not to return to the new Main. Secondly, the RFP required measurements of electromagnetic fields and the POE gives no EMF measurements -- of either the book security device at the entrance or of any computer terminals. Thirdly, the report does not address the effect on loss of space of the addition of about 400 computer terminals. Much was said tonight about handling the lack of space for books by "managing" the size of the collection. This ignores that some 200,000 books were destroyed or discarded in the move to the new Main and that the public was promised space for the entire collection and 20 years of growth. So; reducing the collection is an unacceptable solution.

DOCUMENTS DEPT

MAY 17 2000

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A.
Vice President

Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Darian W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION (Approved as amended 3/8/00)
Minutes of the Special Meeting of Wednesday, February 16, 2000

The San Francisco Public Library Commission held a special meeting on Wednesday, February 16, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:38PM by President Ernie Llorente.

The following members were noted present: President Llorente, and Commissioners Chin, Coulter, Higueras, Streets, and Swig.

Commissioner Chin joined the meeting at 5:41
Commissioner Steiman was noted excused attendance.

REPORT ON THE POST OCCUPANCY EVALUATION OF THE MAIN LIBRARY
President Llorente noted that this presentation was for the purpose of the Commission's accepting the final report on the Post Occupancy Evaluation of the Main Library (POE) as the consultants completed work. Ms. Cynthia Ripley, introduced Ms. Florence Mason, Los Angeles City Librarian Susan Kent, and Mr. Scott Lewis of Oppenheim-Lewis, the members of the consultant team which conducted the evaluation and prepared the report and began a discussion of the report. Ms. Ripley described in great detail the scope of the work and the process the team used to carry out the study. In particular she emphasized that the Post Occupancy Evaluation was not an architectural study, but an in depth investigation of how public services provided at the Main Library could be enhanced. Ms. Ripley stated that the Main Library met many of the goals for which it had been built very successfully, but that through building changes such as those suggested in the POE additional improvements could be made. Correcting a widely held mistaken impression, Ms. Ripley noted that important public service and building functionality enhancements could be made for significantly less than the $28 million figure reported in the press. Ms. Ripley noted that the Main Library like all such major public buildings would change over the course of its projected century of use. She commented that as needs and technology evolves the library will change and evolve in configuration and uses as well. She noted that the Main Library was already a civic landmark building, and a key element in the Civic Center complex. She observed that its site resulted in a mandate that it relate to the urban design of surrounding environment determined and limited many aspects of the building. Ms.

Total number of members of the public who spoke anonymously at this meeting: 1

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Ripley described the recommendations in the report as among several ways which public services could be improved. It was emphasized that the report did not recommend that all of the proposals be done at once. The significance of the recommendations relating to use of Brooks Hall in solving some of the key problems identified in the POE was described. Ms. Ripley called attention to three main issue areas firstly improving capacity, secondarily, improving functionality in two ways - way finding and efficient materials management, and thirdly, how to specifically address items either left over from incomplete building construction work and structural and management issues that were completed as designed, but don't function as needed such as the public toilets.

Ms. Florence Mason described in detail some of the specific proposals for addressing concerns with staff working in the building as well as how well the building facilitates public service. She spoke about the various ways used to identify the key issues of concern by staff and the public. She pointed out that there were many aspects of the building which succeed very well, but the focus of this report was on those areas where errors in providing service occur and how improvements could be made either structurally or operationally. Ms. Mason discussed issues of legibility of way finding in the building, management of materials movement, the functionality of staff workstations and service desks, and various issues involved in considering location and accessibility of various kinds of materials in the building. She discussed the major changes that all libraries are under going in providing an ever increasing array of kinds of materials and electronic resources. Issues of overall capacity of the building to house collections and issues of future collections' management were briefly addressed.

Los Angeles City Librarian Susan Kent provided an overview of the Main Library in the context of the massive changes in providing information service currently occurring in libraries. Ms. Kent explained the challenges facing all major urban libraries in addressing the immediacy of availability of electronic information in contrast with the very slow process involved in getting hard copy materials to patrons. She discussed the important collections created at the Main Library over decades and the complex challenges in managing duplicate materials, items to be kept in various levels of available storage, and how all of these materials can be housed or relocated to areas better able to make them available to patrons. Ms. Kent discussed the ways that some collections might best be kept and made available in a new public service area in Brooks Hall.

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Main Library. Additionally, she informed the Commissioners that identification of both issues of concern to the public and to staff were sought in collecting data on problems particularly in the areas where there were shared concerns. Ms. Ripley noted what the percentages of patrons and staff experiencing problems meant in real numbers. Ms. Ripley suggested that the most useful ways to enhance the building's ability to improve public service involved addressing capacity, way finding, and materials management on the first and second floors of the Library in answer to President Llorente's questions concerning the impact of the design choice to have a single point of entry into the building. Ms. Ripley noted that there was insufficient capacity in the building for both the current collection or future growth. Ms. Ripley described the problems experienced by most patrons entering the building from various entrances to the building. She identified a need to increase capacity for popular, heavily circulated materials on the first and second floors, for improved signage directing patrons to the location of various materials, and opening of additional entrances to the elevators and the Children's Center . Ms. Ripley noted the apparent excellence of the single entry design in concept in contrast to the problems that resulted in reality. Ms. Mason further discussed how relocation of various first floor service points could significantly sort out cross traffic patterns and facilitate better service to patrons and improve functionality for staff. Ms. Kent reflected that multiple entrances requiring additional security was a common experience in other major libraries as well. Responding to Commissioner Streets' question regarding how collection management issues impact the critical capacity problem the report identified, Los Angeles City Librarian Susan Kent discussed the very serious issues all major libraries are facing regarding what to include in their collections, acceptance of gifts, what materials are appropriate, whether collections could be digitized to provide information without requiring additional space. Ms. Mason called attention to how the team tackled the capacity problem, calling attention to potential uses for Brooks Hall, the nature of the library's collections and concerning the necessity for development of a plan for future additions and management of its collections with consideration of system wide space limitations. Ms. Ripley highlighted the amount of space allocated to non-public functions in the Main Library Building which might better be relocated thus freeing additional public service space. In answer to Commissioner Swig's question concerning why collection management concerns were not more fully addressed, Ms. Ripley noted they were not part of the scope of work to be included in the request for proposals for the POE. Both Ms. Ripley and Ms. Kent emphasized that this was an issue which was going to have to be addressed no matter how well the building had been planned.

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Responding to Commission Chin, priorities in taking on the various remedies proposed were further explained by Ms. Ripley. Particularly, proposals to address urgent problems with Technical Services were pointed out. Responding to questions by Vice President Higueras, the conceptual nature of many of the recommendations, such as relocation of services for the Blind and Disabled, finding the funds to meet the costs involved in addressing problems identified, and prioritizing immediate needs was emphasized. Commissioner Coulter discussed of some of the fiscal and policy issues involved in the 1980s when the development of the design for and the construction of the new Main Library was done. Ms. Kent and Ms. Mason discussed the many unanswered questions related to the potential digitization of periodicals as one way to save space in response to a query by Commissioner Coulter. Speaking to a reference to "resistance" in section 2, page 19, it was explained as a reluctance to shift service policies on periodicals from paper to electronic subscriptions, and a lack of collection management determinations concerning periodicals. The team also spoke favorably in answer to Commissioner Coulter's inquiry about the practicality of self-check out as a way of improving public service, citing the example of the primarily self check out Singapore Public Library system. There was further discussion by Commissioner Coulter of the serious way finding problems resulting from the bankruptcy of the original signage contractor prior to the opening of the Main Library. Additionally, Commissioner Coulter discussed the anti-theft factor in the single point of entry approach. He also called attention to the 76% of satisfied or very satisfied with Library service comments by patrons. In answer to Commissioner Coulter's questions concerning improved lighting and about the public rest rooms, various already on-going improvement efforts by staff were cited by the team. Ms. Ripley noted an intensely critical environment had served to inhibit staff from attempting to address some issues and having encountered the often expressed hope by staff the POE would provide justification for going ahead and making necessary changes. She strongly emphasized that the team focused on sorting out day to day problems as well as grand issues in the Main Library as it is now, rather than investigating how the building came to be built as it exists. Responding to another question by Commissioner Coulter, Ms. Kent and Ms. Mason discussed problems arising from differences between catalog and shelf descriptions of materials. Ms. Mason noted that the finding from this study revealed issues which had previously not been recognized. The unique nature of scale of undertaking and producing a report like the POE was noted by Ms. Kent. Commissioner Coulter further discussed cataloging issues resulting from addition of significant gift and new collections such as those found in the Hormel Lesbian and Gay collection. He also favorably cited

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staff who were attempting to remedy problems. The Commissioner pointed out that new problems will result without adequate funding being set aside to address the significant on-going costs of maintaining the building and equipment at the appropriate level required as the building ages. In response to Commissioner Coulter's observation that many patrons who had read the report, especially those served by the Library for the Blind and Project Read, were very concerned about their future, President Llorente declared that the Commission had no plans to implement any specific recommendation proposed in the POE without extensive review, consideration, and public discussion before any action was undertaken. President Llorente then outlined the guidelines for the public comment portion of the discussion. President Llorente noted that the time limit (of up to 3 minutes) would be uniformly applied to members of the public wishing to testify. He also said that in the interest of saving time any response to questions would be deferred to the end of comments.

Public comment: Mr. Wayne Sherman complained that he had missed the Feb. 1, 2000 Commission Meeting because he had not received notice until Feb. 2, 2000, that he had not been able to gain access to a full copy of the report because copies were unavailable, that the POE recommended major relocation of existing library services to produce a very small increase in new shelf space, and in his view in this report costing $250,000 produced little information that was not obvious. Mr. Jason Gibbs, a Library employee, expressed concerns with the significant disruption of library services that would result from making changes proposed in the POE with only a modest increase in shelf space resulting, suggested increased operational and staffing costs would be likely as well, raised concerns with sight lines, called attention to potential problems resulting from relocation of service desks, noted that many problems were the result of the architects not utilizing public service staff when planning the building, and expressed hope that the Commission would include the insight of public service staff when trying to improve the Library. Mr. Charles Forester, Acting Executive Director of the Friends and Foundation of the San Francisco Public Library commended the Commission for undertaking the POE and praised the dedicated library staff in working very hard to provide excellent public service. Additionally, Mr. Forester described the Friends and Foundation's support for improved signage in the Library system and also noted the great improvement which the Main Library has made to the renewal of the entire library system. Ms. Margaret Jenkins, Artistic Director of the Margaret Jenkins Dance Company commented as a working artist on the beauty of the Main Library and its impact as a wonderful art filled public space in the urban center. She noted that as a complex challenging work of art it carries out an important function in elevating thinking as

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an ennobling and transforming space. Mr. Jim Sutton, Friends and Foundation Board Member, lauded the Commission's effort to critically assess the building and seek practical solutions to problems. He further noted that there were positive aspects to the perceived problem of patrons wandering throughout the building and engaging in a process of discovery which he believed a worthy library experience in of itself. Ms. Mary Louise Stong, a founder of the Friends of the Library described finding the Main Library Children's Center filled with children late on Christmas Eve, and recalled a visiting friend's comment calling expressing surprise at the many young people using the Library. She observed that some problems may be the result of older patrons unfamiliarity with computers. Mr. Cornell James, a Project Read student urged the Commissioners not to relocate Project Read and spoke eloquently concerning the vital role it plays in meeting the needs of many patrons. Ms. Vivian Goodwin, retired librarian, noted that she was hearing about the same problems which she had experienced during her years in the library, noting in particular the loss of the Business library, and suggested use of a specialized consultant to resolve the cataloging problems with the complex search mechanism. An anonymous member of the public noted the presence of many individuals such as Ms. Goodwin, identified as a former Acting City Librarian, who had an extensive history with the library. The anonymous member of the public responded to President Llorente's comment on the requirements of the Sunshine Ordinance by observing the it required equal apportionment of public comment time not a specific limit of three minutes per comment, critiqued the Consultants suggestion for a break in a climate of constant criticism by suggesting that the Library take a break from constant arrogance. The anonymous member of the public additionally noted deletion of language in a draft of the POE referring to the report's intention to "put a cap on some of the controversies of the past", expressed disappointment in the report, and challenged positive assessments of the building reported. Mr. Ed Regan found the report well done and proposed creation of a pamphlet room and a dictionary and encyclopedia room in the Main Library. Mr. Jim Haas, Chairman of Civic Pride, noted the lengthy public process involved in creating the library and that similar problems existing in other contemporary new libraries. Mr. Haas commented favorably on proposals for the library's use of Brooks Hall as a public service center accessible from the plaza. Mr. Haas called attention to the significance of the Library's increased role as the keeper of the city's historical records. Mrs. Barbara Berman, Friends and Foundation Board member, praised the devotion and hard work of the library staff and highlighted the major significance of the Main Library as the branch library serving the Tenderloin community. Ms. Deetje Boler echoed the praise offered for the work of the library staff, critiqued the survey results for not

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polling individuals who did not use the Main Library, that 700 surveys did not represent a valid sample, noted a lack of discussion of EMF concerns, and expressed concern that the increase to 400 computer terminals resulted in a decision to eliminate books. Ms. Boler also expressed concern that a shortage of shelf space would lead to efforts to eliminate more books. Ms. Jennifer Wilson, a San Francisco teacher, spoke about her many positive experiences bringing groups of students to the library and expressed her support for retaining Project Read in such a prominent and easily accessible location in the Main Library which made a statement about how important an objective the library and the city believe fostering literacy to be. Ms. Winifred Downing, Chair of the Advisory Committee for the Library for the Blind, described the great importance of services provided by the Library for the Blind, expressed approval of the Commission's support for the Library for the Blind, and called attention to the exemplary level and quality of service to the blind community provided by its staff. Mr. Joe Rosenthal, Friends and Foundation Board Member, applauded the Commission for conducting the POE and praised the work done by the consultant team. Mr. Rosenthal observed that the capacity problem experienced by the Main Library was common to libraries and identified the Third Module of the University of California Northern Regional Library as a facility in part conceptually created to accept lesser used materials from other libraries, as one potential resource to help with this problem. Dr. Gray Brechin, commended the Commission for holding a public discussion on the POE, mentioned that no one had criticized the library's staff, and suggested that the staff had suffered since the Main Library had been built. Additionally, Dr. Brechin discussed aspects of the career of noted California Hydrologist William Hammond Hall as he found they related by example to discussion of responsibility for the problems with the Main Library. Dr. Brechin further discussed his views concerning the Main Library as built, the conduct of supporters of the building in response to its critics, the failings of the Library Commission, a former City Librarian, library administrative staff, and friends of the library to account for its failings, and the lack of any apology by all of those responsible to those who had been criticized for being critical. Mr. Peter Warfield noted the difficulty in making comments on so vast a report in the brief period allowed, noting the length of time involved in bringing the report to the Commission for action, expressed concern that the Commission had failed to act to correct problems such as books damaged by the book drop, that the recently approved budget specifically did not address items raised in the POE, and that no grant funds had been sought to address POE related matters.

Commissioner Chin noted the uselessness of looking for blame in responding to problems identified in the POE, recalling that the old Main Library had been found

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in adequate in the 1940s but was not replaced until the 1990s. Mr. Lewis discussed the various factors that could impact the cost of carrying out solutions for problems identified in the POE in response to Commissioner Chin's question regarding how to determine the true cost of doing these projects. Mr. Lewis noted that the cost estimates were very conservatively conceived and proposed so as to be able to be done in pieces. He emphasized that only a real plan, with real objectives could produce an actual cost figure.

MOTION: by Vice president Higueras, 2nd by Commissioner Chin that the Commission receive the Post Occupancy Evaluation report as the consultants ' final document for its review and consideration.

In response to a question by Commissioner Coulter and comment by Vice President Higueras, President Llorente noted that receiving this report means for consideration and review and that it would formally conclude the consultants' obligations

ACTION: Aye 5-0 (Coulter, Llorente, Steiman, Streets, and Swig)

President Llorente noted that receiving this report would be the beginning of a long process of consideration and review and at the suggestions by Vice President Higueras and Commissioner Streets indicated that the Commission requests that the Acting City Librarian and library staff bring recommendations for some first step responses to the problems identified in the POE and specifically identify the funds currently available to undertake these priority projects. The Acting City Librarian proposed to bring detailed responses to the Commission's request. Commissioner Coulter also requested that staff prepare responses regarding steps being taken to resolve the signage issue, regarding the status of the lawsuit against the former signage contractor, concerning what is needed to participate in Civic center planning related to Brooks Hall, regarding what would be involved in a relocation of Technical Services, concerning what the Library could do to create a Facilities Management team to provide proper long range planning for system wide library facilities and remain on top of on-going maintenance issues and requested a report on management of the periodical collection as a means of finding additional space. Commissioner Coulter also suggested directly involving staff in dealing with the priority matters and agreed with Mr. Warfield's comment that limited funds should spent in a carefully targeted manner. President Llorente suggested follow up on a member of the public's suggestion of collaboration with the University of California to find appropriate storage for lesser used materials. Ms. Ripley discussed the need for finding a balance between amounts of shelf space available in closed stacks as opposed to increased public access to open shelves. At Commissioner Coulter's suggestion, President Llorente agreed to inform the friends and supporters of Project

Read that the Commissioners understood their concerns and did not propose any action to relocate Project Read.

PUBLIC COMMENT: Mr. Wayne Sherman noted that he had been a public library patron since he was six years old, expressed appreciation for aspects of the Main Library, but noted that their were problems citing locked rest room entrances and blocked elevators which prevented his returning to the meeting to make public comment. Mr. Ed Regan requested consideration of an agenda item extending library system hours from 6AM to 12 Midnight all year, and creation of dictionary and encyclopedia rooms. Ms. Ellen Egbert suggested that senior Department of Public Works senior staff be requested to appear before the Commission explain why the remaining building construction issues were unresolved. Ms. Deetje Boler inquired concerning opportunity to question the POE consultants regarding issues discussed in the POE, expressed alarm that increased technology in the library would lead to the sacrifice of books, suggested that the addition of 400 computer terminals in the Main Library resulted in the loss of space for books, and commented the books seemed to be an endangered species in the haste to take on the electronic culture.

In response to a request by President Llorente, the consultants responded to Ms. Boler's questions regarding surveying non-users, the validity of the survey, and EMF related matters. Ms. Ripley and Ms. Mason commented on the survey process and noted that the numbers of respondents surveyed were a statistically valid sample. The Acting City Librarian noted that both she and the Commission Secretary recalled that the issue of surveying non-users was not included in the RFP. Regarding the question about EMF radiation, Ms. Mason reported that the library used no non-standard equipment that did not meet required safety standards and that the issue was not a topic addressed in the final RFP. An anonymous member of the public discussed the statement that the Library had been on time on budget and on program during its planning and construction process, said the statement reflected a ferocious approach that anonymous member of the public still found shocking, and expressed a wish that (RFP consultant) Dr. Galen Cranz had been involved in the writing of the POE. The anonymous member of the public expressed satisfaction that 25 years of continuous attendance at Public Library Commission meetings had resulted in increased rights for members of the public to attend and comment at

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Commission meetings. The anonymous member of the public further noted that when the anonymous member of the public had been denied an opportunity for public comment by President Llorente could that have been a misunderstanding? Mr. Peter Warfield commented that the POE report could be a useful document, questioned interpretation of survey results comments raising concerns with two items with high numbers of unsatisfied respondents with 37.5% unsatisfied with the convenience of hours, and the second largest number 42.5% concerning the availability of items to check out. Mr. Warfield also inquired concerning evaluation of furniture in the POE.

Ms. Ripley noted that ergonomic issues were included in the original scope of the report but that it was a topic that had to be deferred to later study.

Commissioner Chin left the meeting at 8:23PM

Commissioner Chin returned to the meeting at 8:28PM

ADJOURNMENT

MOTION: that the meeting be adjourned was moved by Commissioner Streets, seconded by Commissioner Chin.

Public comment: none offered

ACTION: APPROVED Aye 6-0 (Chin, Coulter, Llorente , Higueras, Streets, and Swig)

The Meeting was adjourned at 8:43PM

Michael Housh, Commission Secretary 3/9/00

Total number of members of the public who spoke anonymously at this meeting: 1

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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Minutes of the Special Commission
Meeting of February 16, 2000

Appendix A

The Public Comment Summary Statements included in these draft Minutes are authorized by San Francisco Administrative Code Section 67.16..

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Minutes of the Special Commission Meeting of February 16, 2000

Appendix A

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Total number of members of the public who spoke anonymously at this meeting: 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 16, 2000

Item 1:
POST OCCUPANCY EVALUATION REPORT

"As usual, President Llorente has misrepresented the new amendment to the Sunshine Ordinance which simply requires that speakers be treated equally. Whether that is with more than three minutes is up to you.

The consultants urged a break in the constant criticism, but that requires a break in the constant arrogance. Unfortunately the report does not represent such a break.

It was the hope of many people that this report would put a closure on some of the controversies, and it is a shame that this report did not retain that as one of its goals.

The commission has noted that in the report 76% of the library patrons are described as "satisfied." But later on that same page is the statement that dissatisfaction increases with frequency of visits. If the most experienced and knowledgeable patrons are the most dissatisfied, that should be of very great concern to you."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 16, 2000

Item 2:
PUBLIC COMMENT

"I am grateful for the comments of Dr. Brechin. The idea that this library was "on schedule, on budget and on program" were not naive and innocent statements, but were enforced with a ferocity that was shocking and is still shocking to recall.

I count the twenty-fifth anniversary of my attendance at these meetings from March, because that is the first meeting I attended, but if I counted from the first meeting I attempted to attend, it would be in November. It took the better part of four months to establish that I had a right to attend these meetings.

I want to ask, rhetorically, if there was some point between the first time I had to prove my right to attend and Mr. Llorente's denial of my right to make public comment in May of 1999 when I should have passed it off as merely a misunderstanding?"

Appendix A

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Special SFPL Commission Meeting of 2/16/00, Re Post-Occupancy Evaluation

Public Comment

Deetje Boler: The conclusions from the POE survey of patrons are neither reliable nor valid: unreliable because the number surveyed is such a small percentage of users and invalid because it excludes those who have chosen not to return to the new Main. Secondly, the RFP required measurements of electromagnetic fields and the POE gives no EMF measurements -- of either the book security device at the entrance or of any computer terminals. Thirdly, the report does not address the effect on loss of space of the addition of about 400 computer terminals. Much was said tonight about handling the lack of space for books by "managing" the size of the collection. This ignores that some 200,000 books were destroyed or discarded in the move to the new Main and that the public was promised space for the entire collection and 20 years of growth. So, reducing the collection is an unacceptable solution.

Remarks About the Post-Occupancy Evaluation. Made at the SFPL Commission Meeting February 16, 2000

Public Comment Statement - this summary statement is provided by the speaker. Its contents are neithe generated by, nor subject to approval by, the San Francisco Public Library Commission.

Good evening Commissioners. Peter Warfield.

It's difficult to comment within the three-minute limit about this enormous effort.

And the history of inaction regarding the contents is a matter of concern.

The first draft of this report came before the Library Commission last August. It was said to be substantially complete except for some dollar figures. It expressed serious concerns about lack of space for books and other urgent matters.

The final report continues to say that books are being damaged by the conveyor systems and the book drops.

But the Commission has unfortunately not taken up specific issues expressed in the report, and it recently approved an annual library budget that provides not a penny to fix such problems. Subsequently the library administration said, without Commission disagreement, that it would seek grants to improve physical facilities – at branches – with nothing for the new Main.

That's the context of this report that very much concerns me. (Three-minute buzzer goes off.)

Thank you.

Remarks at SF Public Library Commission – Public Comment 2/16/2000

The Post-Occupancy Evaluation (POE) contains much useful information, despite serious shortcomings on which I've commented at other times.

For example, a patron survey described in Volume 2 shows that 42.57% of those responding were "Unsatisfied" with "Availability of items to check out," and 37.57% were "Unsatisfied" with "Convenience of hours." More patrons expressed unhappiness with these aspects of library service than with any others listed.

Information like this could be used to improve library services in addition to helping fix building problems.

The POE consultants, responding to a previous public comment this evening, said they did not review electromagnetic fields as specified in their contract because "we narrowed the scope." The consultants' contract also required a review of ergonomic issues and furniture. I could not find such a review. Was it done? (The consultants responded that they reviewed neither ergonomics nor the furniture.)

Peter Warfield

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Thank you.

San Francisco Public Library Commission
100 Larkin Street. San Francisco. CA 94102
Phone 415.557.4233. Fax 415.557.4240

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Wednesday, March 8, 2000
TIME: 5:30 PM
PLACE: Koret Auditorium
Main Library, lower level

DOCUMENTS DEPT.
MAR - 1 2000
SAN FRANCISCO
PUBLIC LIBRARY

The meeting will be called to order

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, M.D.
Vice President

Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Joan W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

AGENDA:* **

1. CITY LIBRARIAN'S REPORT — DISCUSSION
by Acting City Librarian Susan Hildreth
(This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements.)
This report will consist of a quarterly grants activities report, a facilities planning report, announcement of the Poet Laureate reception, a Visitacion Valley Branch update, and an update on the tool lending center.
Explanatory documents: grants activities report.

2. WESTERN ADDITION BRANCH LIBRARY MURAL — ACTION
Presentation of, discussion of, and possible action to approve creation of a mural on the exterior of the branch library.
Explanatory documents: letter from Benjamin Franklin Middle School students.

3. OCEAN VIEW CONSTRUCTION REPORT — DISCUSSION
by Mr. Edgar Lopez, Department of Public Works
A status report on and discussion of the construction of the new Ocean View Branch Library.
Explanatory document: monthly Ocean View Branch construction report.

4. SUPPLEMENTAL APPROPRIATION REQUESTS — ACTION
Presentation of, discussion of, and possible action to approve submission of requests to the Board of Supervisors for supplemental appropriations of State Library Public Library Fund (PLF) moneys and funding for electrical improvements at branch libraries including the North Beach, Richmond, Anza, Golden Gate Valley, Potrero, and Visitacion Valley Branches, and FFE (furnishings/fixtures/equipment) for the Ingleside Branch.
Explanatory document: Supplementary appropriation request.

5. RECOMMENDATIONS IN RESPONSE TO THE POE — ACTION
Presentation of, discussion of, and possible action to approve a draft action plan for issues identified in the Post Occupancy Evaluation (POE) of the Main Library.
Explanatory document: a draft action plan in response to the POE.

6. APPROVAL OF THE MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of February 1, 2000.
Explanatory document: Draft Minutes.

7. APPROVAL OF THE MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of February 9, 2000.
Explanatory document: Draft Minutes.

8. APPROVAL OF THE MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of February 16, 2000.
Explanatory document: Draft Minutes.

9. UNION REPORT — DISCUSSION
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

10. NEW BUSINESS — DISCUSSION
(This item is to allow Commissioners to introduce new agenda items for future consideration.)

11. PUBLIC COMMENT — DISCUSSION
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

12. ADJOURNMENT (requires motion and public comment.) — ACTION

*Public comment will be taken before or during the Library Commission's consideration of each agenda item.

**Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.

2/29/00 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Rachel Arnstine O'Hara, Clerk, the Sunshine Ordinance Task Force, City Hall, Room 362 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or at 415/554-6171 ph. 415/554-6177 FAX and website at Rachel_ArnstineO'Hara@ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
/12/00

Status Report on Grant Funded Programs

December 1999

Current Grants

1) Project Title:	**High School and Beyond**
Funding Agency:	Carnegie Foundation
Project Manager:	Toni Bernardi, OCYS
Status:	Current
Amount of Grant:	$500,000
Term of Grant:	7/1/1999 – 6/30/2000
Project Summary:	Enhance collection of materials in branches to support youths' preparation for college or career and provide programs and workshops to assist teens in making informed and successful choices. Workshops and programs include SAT test practices, college choice preparation, introduction to internships, apprenticeships and other career paths, workplace behavior and expectations, resume and interview skills.
Expenditure Overview:	Books and materials - 59% Processing & Cataloging - 10% Personnel - 13% Publicity/Ads Printing - 7% Contractors-Workshops - 6% Indirect (GF) - 25%
Budgeted Staff:	1 FTE librarian

2) Project Title:	**Youth Materials**
Funding Agency:	State Library –LSTA (Fed/State)
Project Manager:	Toni Bernardi, OCYS
Status:	Current
Amount of Grant:	$10,000
Term of Grant:	10/1/99-9/30/2000
Project Summary:	Grant will purchase books and materials appropriate for youth readers in English and Chinese languages to enhance collections in Chinatown and North Beach Branch Libraries
Expenditure Overview:	Books and Materials -100%
Budgeted Staff:	None

3) Project Title:	Library Staff Education Program
Funding Agency:	State Library – LSTA (Fed/State)
Project Manager:	Donna Marion (HRD)
Status:	Current
Amount of Grant:	$6,546
Term of Grant:	10/13/99-9/30/2000
Project Summary:	Funds reimburse tuition for non-professional library staff participating in professional library coursework at accredited library school. Staff applies directly to State Library for participation and acceptance into the program.
Expenditure Overview:	Tuition Reimbursement for 4 employee participants - 100%
Budgeted Staff:	None

4) Project Title:	Retrospective Conversion of Musical Scores
Funding Agency:	State Library – LSTA (Fed/State)
Project Manager:	Vivian Pisano, Technical Services
Status:	Current
Amount of Grant:	$10,000
Term of Grant:	9/7/99 – 6/30/00
Project Summary:	Cataloging of musical scores to make them accessible for patron use.
Expenditure Overview:	Contract Cataloging - 100%
Budgeted Staff:	None

5) Project Title:	Retrospective Conversion and Reformatting of Gay Lesbian Materials
Funding Agency:	Friends and Foundation of San Francisco Public Library
Project Manager:	Vivian Pisano, Technical Services
Status:	Current
Amount of Grant:	$30,040
Term of Grant:	9/15/99 – 12/31/00
Project Summary:	Cataloging, processing, inventorying and reformatting of unique gay and lesbian collection materials at Main Library and Eureka Branch to make them accessible to patrons.
Expenditure Overview:	Contract Reformat Cataloger – 100%
Budgeted Staff:	None

6) Project Title:	**Center for the Book**
Funding Agency:	State Library – LSTA (Fed/State)
Project Manager:	Marcia Schneider, Public Affairs
Status:	Current
Amount of Grant:	$2,500
Term of Grant:	9/30/99 – 10/1/00
Project Summary:	Promote the appreciation of books through activities such as promotion of children's literacy and reading, promotion of adult literacy, celebration and encouragement of book arts-printers, designers, illustrators, explore issues surrounding the book in an electronic age, celebration and promotion of local authors.
Expenditure Overview:	Programming - 100%
Budgeted Staff:	None

7) Project Title:	**Writers Award Affiliates**
Funding Agency:	Lila Wallace- Reader's Digest Fund (through the Friends & Foundation of SFPL)
Project Manager:	Marcia Schneider/ Paola Muggia, Public Affairs
Status:	Current
Amount of Grant:	$60,000
Term of Grant:	2/5/99- 12/31/02
Project Summary:	Two distinguished writers, W.S. Di Piero and Jack Gilbert will be supported by the Lila Wallace Fund to interact with the library in providing special salon style public seminars and other workshops on the subject of being a writer.
Expenditure Overview:	Exhibits/program coordinator 62% Public receptions 17% Audience Development/Promotion 13% Other contingency 8%
Budgeted Staff:	Exhibits Coordinator .20 FTE

8) Project Title:	**Library Literacy Service**
Funding Agency:	California State Library –CLLS (State)
Project Manager:	Randy Weaver/ Project Read
Status:	Current
Amount of Grant:	$74,000
Term of Grant:	7/1/99-6/30/00
Project Summary:	Funds a portion of salary of Project Read staff including percentage of Tutor/Student Manager, Receptionist, Computer Lab Coordinator & Outreach Coordinator. Friends of the Library advances funding to enable seamless continuation of this project, and are reimbursed through this grant.
Expenditure Overview:	Personnel – 100%
Budgeted Staff:	1.43 FTE

9) Project Title:	**Silver Giving**
Funding Agency:	Silver giving Foundation (through Friends & Foundation)
Project Manager:	Randy Weaver, Project Read
Status:	Current
Amount of Grant:	$10,000
Term of Grant:	7/1/99-6/30/00
Project Summary:	Supports tutor workshops and training sessions for volunteer participants in Project Read programs.
Expenditure Overview:	Operations - 100%
Budgeted Staff:	None

10) Project Title:	**Tutor/Student Enhancement**
Funding Agency:	Friends & Foundation of SFPL
Project Manager:	Randy Weaver, Project Read
Status:	Current
Amount of Grant:	$273,000
Term of Grant:	7/1/99 – 6/30/02
Project Summary:	Supports program implementation of Project Read, adult literacy outreach and tutor training programs by funding a portion of staff salaries including a percentage of Tutor/Student Manager, Receptionist, Computer Lab Coordinator & Outreach Coordinator.
Expenditure Overview:	Personnel – 100%
Budgeted Staff:	1.82 FTE

11) Project Title:	Gates Library Initiative
Funding Agency:	Bill & Melinda Gates Foundation
Project Manager:	Vivian Pisano/Donna Corbeil/Ned Himmel, Main & Branches
Status:	Current
Amount of Grant:	$262,900
Term of Grant:	1/14/00-6/30/00
Project Summary:	Will provide 6 computer workstations and 1 printer for each of 15 different neighborhood branch libraries and will provide a complete computer lab comprising 11 computers and server for installation in Main Library 5th floor corner room originally designated as Technology Center, and currently used by Exhibits staff.
Expenditure Overview:	Computer workstations, server and printers – 100%
Budgeted Staff:	None

12) Project Title:	**Technology Literacy Challenge**
Funding Agency:	California Dept of Education (through Unified School District)
Project Manager:	Sybil Boutilier/Toni Bernardi
Status:	Current
Amount of Grant:	$100,000
Term of Grant:	1/1/98 – 9/30/02
Project Summary:	Library trains school librarians and teachers on using SFPL online catalog, databases. Electronic Discovery Centers and Internet resources. Also continues civic conferences.
Expenditure Overview:	Programming/training materials, promotion & dissemination 30%
	ConferenceTech Consultant &Evaluators, PTAN coverage 70%
Budgeted Staff:	None

Recently Completed Grants

1) Project Title:	**Chautauqua programs**
Funding Agency:	California Council for Humanities (through State Library)
Project Manager:	Laura Lent
Status:	Complete
Amount of Grant:	$1,200
Term of Grant:	8/30/99 – 6/30/2000
Project Summary:	SFPL participated in California State Sesquicentennial Commemoration events. Three historical scholar-performers made presentations bringing history to life in free public programs.

2) Project Title:	**Exhibit Program Development**
Funding Agency:	Friends & Foundation
Project Manager:	Marcia Schneider
Status:	complete
Amount of Grant:	$95,900
Term of Grant:	1/1/99-12/31/99
Project Summary:	Provided funding for exhibits staff, and exhibit support costs to enhance and expand library exhibit programming.

3) Project Title:	**Planning For Results**
Funding Agency:	State Library –LSTA (Fed/State) (through Mountain Valley Library System)
Project Manager:	Susan Hildreth
Status:	Complete
Amount of Grant:	$20,000
Term of Grant:	2/3/99 –9/30/99
Project Summary:	Professional planning facilitator assisted SFPL in implementation of a planning process using the Planning For Results guidelines as developed and published by the Public Library Association.

4) Project Title:	**San Francisco Access News**
Funding Agency:	California State Library (LSTA Federal)
Project Manager:	Susan Hildreth/Marti Goddard
Status:	Complete
Amount of Grant:	$77,000
Length of Grant:	3/1/99 – 9/30/99
Project Summary:	Enabled SFPL to extend service to sight and print impaired patrons by providing access to local newspapers through high quality voice synthesis system and touch tone telephone. This is part of a statewide program to provide equal access to local current events and commentary.

5) Project Title:	InfoPeople Expansion
Funding Agency:	California State Library (LSTA-Federal)
Project Manager:	Susan Hildreth/Donna Corbeil
Status:	Complete
Amount of Grant:	$18,000
Length of Grant:	3/1/99 –9/30/99
Project Summary:	Provided for two Multimedia computers with Internet access in three neighborhood branches-Anza, North Beach and Visitation Valley. Also provides extensive training for branch staff and a neighborhood partnering non-profit organization.

6) Project Title:	**San Francisco Electronic Library**
Funding Agency:	National Science Foundation
Project Manager:	Toni Bernardi/Sybil Boutilier
Status:	Complete
Amount of Grant:	$254,438
Length of Grant:	10/1/96 - 6/30/99

Project Summary: 1)Studied implementation and integration of electronic resources in children's services 2) Provided orientation, training & support for patrons and volunteers. 3) Trained Librarians to use various children's CD-Rom programs and to use online technology to access local materials, retrieve remote materials, search the Internet and integrate electronic materials and resources in their reference strategies. 4) Educated teachers about available resources & methods to integrate electronic materials into standard curriculum. 5) Collaborated with community partners to continue development of online Civic Conference connecting youth with government leaders. 6) Equalized online resources and services available in Main and Branches by providing Children's Electronic Discovery Center workstations in 11 neighborhood branches.

7) Project Title:	**Literacy Materials**
Funding Agency:	State Library-LSTA (through National City Library)
Project Manager:	Randy Weaver. Project Read
Status:	Complete
Amount of Grant:	$1.000
Term of Grant:	5/30/99-9/30/99

Project Summary: Purchased books and materials for Project Read literacy program.

Benjamin Franklin Middle School
1430 Scott Street
San Francisco, CA 94115
(415)749-3600

Mr. Ernie Llorente, President
Library Commission, San Francisco Public Library
Main Library, 6th Floor
100 Larkin Street
San Francisco, CA 94102

February 15, 2000

Dear Mr. Llorente,

We are students and teachers from the 8th grade Peer Resources class at Benjamin Franklin Middle School who wish to propose painting a portable community mural on the Western Addition Public Library. For a year and a half, we have been working on a project about increasing tolerance in our school and our community. We have been awarded a Youth Initiated Projects (YIP) grant to create a mural in our community. The topic of our mural will be increasing tolerance and decreasing slurs. Our class has surveyed our entire school and the number one problem related to tolerance is the use of slurs. Therefore, we have chosen to focus our mural on decreasing slurs in our school and our community. (Please see our YIP mural project proposal included in this letter.)

Recently, we did a community walk to determine where we would like to paint our mural. Overwhelmingly, our first choice is to install a portable 8' x 20' mural on the northern wall of the Western Addition Public Library. The library is across the street from our school and many of the students from Benjamin Franklin go there regularly. The topic of our mural is also about the power of both positive and negative words which we believe is perfect for a library. Through our YIP grant we have secured the funds for our materials and a mural consultant from Precita Eyes.

It is very important to us to include the community in our mural. We have proposed three meetings open to the Western Addition community to explain the mural project and to involve the community in planning and designing the mural. We will also invite the community to a paint-in day. We will hold workshops about slurs for all those involved in the project. Of course, the final design will be approved by the Library Commission.

Please see our attached schedule of dates and activities connected to our mural project. Although we can be flexible with these dates, we need to complete our mural by mid-May. We sincerely hope that the Library Commission will grant us consent to install our portable mural at our local library. We look forward to answering any questions you may have at the Library Commission Meeting on March 8, 2000 and would appreciate you forwarding this information to the other Commissioners. In the meantime if you have any questions or concerns, please feel free to call us at 749-3600.

Sincerely, Toni Jackson Jacqueline E. Harris Kendra J. Brown
Quinton Daniels Johnny Serrano Maria De la Paz Brenda Cervantes

Students: Jacina Blake, Kendra Brown, Brenda Cervantes, Quinton Daniels, Maria De la Paz, Kimmy Claysie Go, Jacqueline Harris, Toni Jackson, Johnny Serrano, Wesley Thomas Teachers: Melissa McStay, Laura Shmishkiss

Benjamin Franklin Middle School Mural Project
Timeline

March 13, 2000 5:00-6:30 p.m.	Community Meeting* At this meeting, we will introduce ourselves and our project to the community. We will explain the process for creating a community mural as well as the theme of our mural. We will invite community members to create designs for the mural and bring them to the next community meeting.
March 23, 2000 5:00-6:30 p.m.	Community Meeting* At this meeting, we will review all designs submitted. Community members will have an opportunity to share their vision behind the design. As a group, we will begin to create a collaborative vision of the mural which will become the composite image.
March 27-31, 2000	Peer Resources Class During this week, our class will work with the muralist to finalize the composite design for the mural.
April 4, 2000 5:30 p.m.	Library Commission Meeting We will present our composite design to the Commission for approval.
April 6, 2000 5:00-6:30 p.m.	Community Meeting* At this meeting, we will present our composite design for the mural. Community members will be asked to give any additional feedback. The community will be invited to attend our paint-in day on May.
April 28, 2000 12:30-3:30 p.m.	Wall Preparation Our class will prepare and install the mural panels.
April 29, 2000 10:00-2:00 p.m.	Mural Gridding Our class will grid the design of the mural on the panels.
May 5, 2000 9:00 a.m.-5:00 p.m.	Paint-In Day Our class accompanied by other Benjamin Franklin students and community members will paint the mural.
May 6, 2000 10:00 a.m.-2:00 p.m.	Paint-In Day If necessary, our students will hold an additional day to complete the mural painting.
May 11, 2000 5:30-7:00 p.m.	Mural Grand Opening Our class will host a grand opening event for the community. We would like to co-host the event with the Western Addition Public Library. We have funds for refreshments and some decorations.

* The location of the community meeting is yet to be determined. We are able to host them at our school. However, if the Western Addition Public Library would like to co-host the meetings at their site, we would be happy to do that as well.

"BENJAMIN FRANKLIN MIDDLE SCHOOL PEER RESOURCES CLASS"

TEACHING TOLERANCE MURAL PROJECT!

RE: YIP GRANT PROPOSAL

Benjamin Franklin Middle School Peer Resources Class
1430 Scott St. San Francisco, CA 94115
Phone No.: (415) 749-3476
Fax No.: (415) 563-8965

Contact Person: Kimmy Claysie Flores Go (Student)
Laura Shmishkiss (Adult)

Introduction

We are the 8th grade Peer Resources class at Benjamin Franklin Middle School, a group of 11 teens. We are asking YIP for $2350 to support our mural project about tolerance.

Who are you?

As Peer Resources students, our mission is to promote tolerance and increase peace. In our everyday work, we work in different ways to help other people. We tutor, help others to figure out how to solve problems, and do presentations for other youth about tolerance. We also try to model what we teach to other people. This year, we want to work on decreasing slurs at our school and community. Last year we got a lot of experience with the subject of tolerance by making an award-winning book and video about it. We interviewed people in the community about their experiences with tolerance and discrimination. We used our book and video to teach classes at Benjamin Franklin Middle School, Rosa Parks Elementary School, and to our families. Our book has also been used at Everett Middle School's Peace Day. Besides our skills on this topic, we also have some great artists in our class.

What do you want to do?

We want to create a mural to teach people about tolerance and to decrease slurs. We would bring the community together to work with us on this. We will have workshops and classroom lessons for school and community people who get involved with the mural. Before other youth work on the mural we will teach about tolerance and why they should not use slurs. Our first step will be to make lessons for students about tolerance and decreasing slurs. Once we get money to make a mural, we will interview muralists to assist us and then begin planning and preparing for the mural. When our project is finished we will have a great mural that people will notice and think about. We will also have lessons to share with others. We will train the 7th grade Peer Resources students on how to give these presentations on the mural. This way our mural lessons will continue when we graduate!

Why do you want to do this?

We want to create this mural to make our neighborhood look better and to help others realize the importance of tolerance and acceptance. This mural will help bring a positive message to the neighborhood. We did a survey of our school and many students said that slurs were a major problem here. People are putting each other down too much and we want to help them learn ways to appreciate and support each other. We want to include youth from our school, neighborhood, and nearby schools. We will put out flyers and talk at community meetings to encourage others to participate. We will also invite other classes at Ben Franklin to join in. We want other youth to not only help paint, but also to give us ideas to use in the mural. Youth will learn about tolerance through workshops. We hope that at least 200 other youth will participate through tolerance workshops and/or painting. We think even more people will be affected by seeing our mural as they walk by.

How will you know if the project is a success?

We think that this will be a success because people will learn things about tolerance that they can use in their community. We will know our project is a success by asking people's opinions about how this mural project taught them to use tolerance, to stop using slurs, and to prevent violence. When people come and participate in the project and respond to flyers, we will know that there is interest in our project. We will survey people about their attitudes and opinions on tolerance before and after the workshops. We will be able to see how our workshop changed people's opinions.

When are things going to happen?

Our class is already beginning to prepare workshops to decrease slurs at our school. At these workshops we will talk to people about our mural project and get their input. We will also teach them about what we know about tolerance. By the beginning of January, we will recruit a muralist to help teach us about making murals. Our first step with the muralist will be to figure out the space we will use for the mural and the design we will create. We will send out flyers and advertise for youth to join us in the mural project. By the end of February we will have a sketch of the mural. In March, we will prepare people to help us with the mural. We hope to finish the painting of the mural by the third week in April. In May, we will give presentations of our mural to other youth. Our presentations will teach about tolerance and decreasing slurs. We will have a Grand Opening Event in May!! Of course, YIP will be invited to see how the community's visions were put together as a wall of peace and tolerance.

CHECK OUT attached sample budget!

Please Fill Out This Worksheet--Call Matt Rosen if you need help with any piece of it!

A. Your Specific Needs (we call them *line items*)	B. Estimated cost per line item	C. Amount you are requesting from other places, including donations of time, food, supplies etc.) and the names of these places .	D. Amount you are requesting from the Review Board
example: food for event	$250	Corner Bagel Shop will donate $150 in bagels and sandwiches	$100
event	$500	None.	$500
FOOD FOR MURAL OPENING EVENT	$ 250	HEALTHY START TO DONATE $50 / LOCAL STORE TO DONATE $50	$ 150
COPY COST FOR FLIERS TO ADVERTISE MURAL AND WORKSHOPS	$ 150	BEN FRANKLIN TO PROVIDE $50	$ 100
MURAL SUPPLIES AND WORKSHOPS	$2100	PRECITA EYES PROVIDES THE FOLLOWING IN THIS COST; (210 SQUARE FT. @ $10 PER SQ. FT.)	$ 2100
	$	PAINT PRELIMINARY SKETCH WALL PREPARATION	$
	$	BRUSHES BLACKLINES ADMINISTRATION FEE	$
	$	DOCUMENTATION PROJECTIVE COATING INSURANCE FOR ARTISTS AND YOUTH	$
	$	MURAL TRAINING	$
TOTAL		[redacted]	$ 2350

**Note: Your total request from the Review Board must be between $250-$2500

DIRECTIONS AND APPLICTION FORM

YOUTH INITIATED PROJECTS

HOW TO APPLY TO YIP

1. Figure out if your project fits our criteria on page 2.
2. Tell us what you want to do, how much it is going to cost, and how much you need from YIP. Pages 3 & 4 explain how to do this. Call YIP at 397-2256 for help.
3. Fill out the application form on this page. Include the names of all the youth who participated in writing the application and planning the project.
4. Mail or hand-deliver the application by Tuesday, November 16th, 1999 at 6:00 PM to the Youth Leadership Institute, 870 Market Street, #708, San Francisco, CA 94102.
5. Make a presentation about your project to the Youth Review Board. This is the group that makes the decisions. These presentations will be held on December 6th and December 9th
6. Find out if you get the money. The Youth Review Board will get back to you within 4 weeks of the presentation to let you know what they decided.

FILL OUT BELOW AND MAIL IN WITH YOUR APPLICATION

1. Name of Youth Group: PEER RESOURCES

   Address: 430 SCOTT ST SAN FRANCISCO 94115 (street address / city / zip code) Fax: (415) 563-8965 Phone: (415) 749-3476

2. Project Name: TEACHING TOLERANCE MURAL

3. Contact Person (Ages 12-17): KIMMY LO email: SLICKPLEYA@AOL.C phone: (415) 351-2128

4. Name of Nonprofit (501(c)3) Organization or School Sponsor: BENJAMIN FRANKLIN MIDDLE SCHOOL PEER RESOURCES

   Address: 430 SCOTT ST. SAN FRANCISCO 94115 (street address / city / zip code) Fax: (415) 563-8965 Phone: 749-3476 (415)

5. Name of Sponsoring Individual (21 or older): LAURA SHMISHKISS email: LBSHMISH@ phone: (415) 749-34

   Address: 430 SCOTT ST. SAN FRANCISCO 94115 (street address / city / zip code) Fax: (415) 563-8965 Phone: (415) 749-3476

6. Name and Address of person who receives correspondence: LAURA SHMISHKISS

7. Please include the names, addresses, zip codes, and phone numbers of all the youth involved

DRAFT

DOCUMENTS DEPT.

MAR 2 4 2000

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
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City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the regular meeting of Wednesday, March 8, 2000

The San Francisco Public Library Commission held a regular meeting on Wednesday, March 8, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:41PM by President Ernie Llorente.

The following members were noted present: President Llorente and Commissioners Coulter, Streets and Swig.

Commissioners Chin, Higueras, and Steiman were noted excused attendance.

President Llorente announced that as a courtesy to the students from the Benjamin Franklin Middle School attending the meeting to address agenda item #2 Western Addition Branch Library Mural proposal that item would be taken at the beginning of the agenda.

WESTERN ADDITION BRANCH LIBRARY MURAL

President Llorente welcomed the visiting students. Acting City Librarian Susan Hildreth then invited the students to present their idea. Benjamin Franklin Middle School students, Olga Yulikova, Maria De La Paz, Kimmy Claysic Flores Go, Brenda Cervantes, and Kendra Brown outlined a proposal suggested by students from their school to create a mural addressing the issue of Tolerance on a side wall of the Western Addition Branch Library. The students spoke eloquently about the extensive process which had lead to the selection of this approach to raising awareness of the importance of fostering tolerance and discouraging slurs in the Western Addition community. During their presentation the students spoke concerning the availability of a $2,200 grant to fund the project and about actively seeking community involvement and input through a community walk, workshops on tolerance, and public meetings. It was also mentioned that the location was selected because of its visibility and location in the heart of the neighborhood. The students urged the Commissioners' approval of their project. The students' teacher and advisor on the project, Ms. Melissa McStay, provided the Commissioners with a revised timeline and work plan (copy attached) for the mural reflecting addition of the required involvement of the Arts Commission in the mural's approval process. She discussed the background the students' proposal, detailed the various steps necessary in approving the project, and noted that as proposed the mural would be painted on a framework not directly on the walls of the building.

The number of members of the public who spoke anonymously at this meeting. 1

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Public comment: none offered.

President Llorente inquired about the mural's design and was informed that it would be developed through a community input process and that these recommendations would go through the Arts Commission's civic design review and approval process. Commissioner Steiman requested that the final design be brought back for a final review before the work goes forward. Deputy City Attorney Adine Varah rose to explain and clarify the role of the Arts Commission in the approval of the proposed work and stated that the Arts Commission's approval was required for murals placed upon city property.

MOTION: by Commissioner Coulter, seconded by Commissioner Steiman that the Commission approve the mural in concept with the understanding that the recommended design be brought back to the Commission for a final review after undergoing the Arts Commission review process.

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Steiman, and Streets)

THE CITY LIBRARIAN'S REPORT

Acting City Librarian Susan Hildreth informed the Commissioners of the approval of Prop. 14, authorizing the State Library Construction and Improvement Bond Act by the voters in the March 7, 2000 Primary Election statewide by 59% and with the highest level of support in San Francisco at 77%. Ms Hildreth expressed her appreciation for the significant assistance which the Friends and Foundation provided, including the lead contribution of $35,000. The Acting City Librarian provided the Commissions with a report highlighting details of the currently active grants and provided information on seven completed grants. Responding to a question by Commissioner Streets Ms. Hildreth informed the Commissioners that at Friends and Foundation of the San Francisco Public Library had agreed to fund a $350,000 survey of library facilities providing information to guide future facilities management and assist in prioritizing facilities planning for the library system.

The Acting City Librarian next announced the upcoming inaugural festivities honoring San Francisco's Poet Laureate Janice Mirikitani on March 30, 2000. Ms. Hildreth informed the Commissioners that the Library would undertake a neighborhood survey of potential alternative locations for the Visitacion Valley Branch Library prior to bringing a recommendation for the purchase of a site to the Commission for its consideration. The Acting City Librarian then described in some detail the extensive work which had been done to improve the database by cleaning up records in the online catalog. She noted that reports on purged material could assist staff in identifying materials to be replaced. Ms. Hildreth brought the Commissioners up to date with ongoing discussions with the San Francisco League of Urban Gardeners (SLUG) about their proposal to operate the Tool Lending Center as a partner with the Library. She reported that she would bring a more detailed report on any proposed agreement to the Commission for its consideration at a future meeting.

Public Comment: An anonymous member of the public called the Commissioners attention

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to the lack of posting of the agenda and minutes on the library's website, raising issues of a possible violation of the Sunshine Ordinance and pointed out that a proposed partnership with a private collection agency which had been previously mentioned in a City Librarian's Report had not reappeared on the Commission's agenda. The anonymous member of the public spoke favorably concerning the possible selection of SLUG to operate the Tool Lending Center. Mr. Ed Regan suggested that the new Visitacion Valley Branch include space for parking, and that the Tool Lending Center would have books on tools, impose no fines for over due tools, and have a program to purchase tools from patrons at reduced cost.

Commissioner Steiman pointed out that neighborhood residents and library patrons had expressed a strong preference for the current location and recommended any other proposal be fully discussed with the community before any action was considered. In response to a query by President Llorente, the Acting City Librarian discussed aspects of a potential agreement with the San Francisco League of Urban Gardeners (SLUG) to operate the Tool Lending Center. In answer to Commissioner Streets question about the role of the Department of public Works, Ms. Hildreth outlined her thinking on how the Library would undertake the facilities survey to be funded by the Friends and Foundation. Additionally, she informed the Commissioner that no staffing funded through the completed grants had been continued.

OCEAN VIEW CONSTRUCTION REPORT

Mr. Edgar Lopez, Department of Public Works reported that the project was 80% complete. He described in detail the current work being done. A new project completion date from April 28 to May 8, 2000 was identified as the result of allowed rain delay days. Mr. Lopez reported a new change order of $3,309, bringing the total of change order to $20,358 or 16% of the total amount budgeted for the project. He noted that there likely would be another change order of approximately $6,000 under negotiation with the contractor.

Public comment. Mr. Ed Regan recommended that all future branch libraries include a full basement and that a MUNI stop in both directions be placed at the new branch library. He further recommended additional hours be added at the branch given its $2.5 million cost.

Mr. Lopez informed Commissioner Steiman that the likely move in date will be after May 12, 2000 due to rain day problems. In response to a question by President Llorente, Mr. Lopez discussed issues created by materials shortages beyond the control of the contractor, and the going out of business by the elevator supplier, and how they were resolved.

SUPPLEMENTAL APPROPRIATION

Mr. George Nichols, Library Finance Director, presented the Commissioners with a recommendation for an $875,878 supplemental appropriation request for submission to the Board of Supervisors for its approval. He described in extensive detail the sources of the additional unanticipated earmarked library revenues which offered the Library an opportunity to undertake a number of projects, particularly electrical system upgrades at

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several designated branch libraries during this fiscal year. Mr. Nichols then outlined the details of the furniture, fixtures, and equipment request for the relocated Ingleside Branch Mr. Nichols discussed how an increased California State Library Public Library Fund (PLF) allocation and increased revenues available in through Prop. E (Library Preservation Fund) (LPF) could fund an extensive series of library projects without additional General Fund contribution. Mr. Nichols recommended approval of the request.

Public Comment: An anonymous member of the public objected that the description of the agenda item failed to properly describe the source of the majority of the funds as being Prop. E, Library Preservation Fund moneys rather than just State Library funds. The anonymous member of the public contended that the notice was inadequate in that it did not inform interested members of the public that Prop. E money was proposed to be spent and that there was insufficient clarity in the notice. The anonymous member of the public additionally suggested that the priority for spending Prop. E funds was increased hours instead of the items proposed. Ms. Barbara Berman, Friends and Foundation disagreed with the previous speaker's assessment of the proposed expenditures and favored its approval.

Deputy City Attorney Adine Varah noted that while the agenda item language did refer to State Library (PLF) funding and funding, it did not specifically identify use of local Prop. E (Library Preservation Fund) moneys. The Deputy City Attorney then advised that in light of potential ambiguity regarding whether the supplemental appropriation would be from local as well as state funds specified in the agenda it would be prudent for the Commission to postpone action on the item to a future meeting. Commissioner Steiman expressed concern with the potential risk of a lawsuit based on her recent participation in a workshop addressing revisions in the Sunshine Ordinance. Following a discussion of the urgency of moving this request to the Board of Supervisors by Mr. Nichols, Ms. Hildreth suggested that a special meeting to approve the supplemental appropriation request might be necessary should the Commission decide to defer action. In response to comments by Commissioner Steiman, an author of Prop. E, (The Library Preservation Fund), Deputy City Attorney Adine Varah quoted the text of Prop. E, (Library Preservation Fund), clarifying that the Library Preservation Fund could be spent to "operate library facilities" as well as on "library services and materials". In answer to Commission Coulter, Mr. Nichols noted that the addition of a .25FTE library page position was the only staffing change proposed for the relocated Ingleside Branch Library. The Acting City Librarian suggested that only minimal investment in upgrading the electrical systems at the existing Visitacion Valley Branch was proposed until its future status is clarified. Mr. Nichols described this supplemental funding as an opportunity for several one time improvements to be fully paid for by unanticipated unallocated revenues. Commissioners Steiman and Streets discussed various options for holding a special meeting of the Commission. Commission Coulter suggested that the City Attorney's views concerning the adequacy of the notice of this item could be considered and not accepted, stating that he could not attend a special meeting on this issue. A motion by Commission Coulter to approve the supplemental appropriation died for lack of a second.

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MOTION: by Commissioner Steiman, seconded by Commissioner Streets tabling this item and calling for a special meeting limited to addressing this item as soon as appropriate notice allows.

ACTION: APPROVED Aye 3-1 (Aye-Llorente, Steiman, and Streets) (Nay-Coulter)

POST OCCUPANCY EVALUATION ACTION PLAN

The Acting City Librarian provided the Commissioners with a proposed initial action plan (copy attached) in response to some of the recommendations included in the Post Occupancy Evaluation of the Main Library Report presented at the Commission's February 16, 2000 Special Meeting. Ms. Hildreth noted the large number of and complexity of the recommendations included in the POE Report and the limited resources available to address them. She recommended creation of a team including herself, Mr. Nichols, Mr. Rich Walsh, Library Facilities and Maintenance Director, Mr. Ned Himmel, Chief of the Main Library, and including Vice President Higueras to represent the Library Commission. The Acting City Librarian suggested that this phase in the Library's response to the POE could take six to eighteen months. She identified funding issues, including Library Improvement Fund account moneys, project management options, consideration of operational costs related to making changes as the POE proposes, building close out issues remaining, completing both "punch list" remaining from the construction project and non-punch list outstanding issues, and addressing questions concerning warranty issues. Ms. Hildreth suggested that hiring contract staff to address some of these issues could be necessary. The Acting City Librarian detailed specific high priority projects including addressing ultra-violet light filtration the Atrium, skateboarding related issues, repairing the seismic joint, renovation of the loading dock, reviewing the automatic shading system, and correctly balancing the HVAC systems. Ms. Hildreth recommended that a priority be given to efforts to work with other involved city departments to develop a proposal for use of Brooks Hall. She noted that because of issues identified by the POE that the Tech Services Department should be considered first priority for relocation out of the Main Library and proposed consideration of various off site location options and ways to find the necessary funding to accomplish a relocation. The Acting City Librarian discussed the importance of limiting impact on public services with any proposed changes in the Main Library, particularly on the first floor, and suggested that way finding issues could be addressed by a staff committee created to find a cohesive way for patrons to navigate through the Library. She also called attention to significant signage improvements which library staff had already put up, citing the excellent work contributed by Library Public Information Officer Beverly Hennessey in converting signage. Ms. Hildreth mentioned that Jim Chang of the Department of Public Works had persuaded building chief contractor Huber Hunt & Nichols to mitigate deficiencies in originally installed signs. The importance of active involvement by a staff committee to be created to identify service improvements or building modifications based on their experience with the building to address problems was noted. Ms. Hildreth then proposed a focused collection assessment project to be performed by outside library experts and subject specialists

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consultants to review and consider every aspect of the library's collections including space needs, and possible off site storage of materials. The Acting City Librarian proposed to actively involve Vice President Higueras on a regular basis in this effort and to bring to the Commission regular reports and any items this process suggested in response to issues identified in the POE.

Public Comment: An anonymous member of the public regretted that the students who had made a presentation to the Commissioners on a proposed mural project promoting the issue of tolerance had been unable to stay, found this item objectionable as an action item, and questioned the description of Vice President Higueras' role in addressing matters raised by the POE as "representing this Commission" rather than as a private citizen meeting with library staff. The anonymous member of the public suggested that the Commission create a special Committee to formally address the many serious policy issues and priorities not yet addressed and to set guidelines for implementation. The anonymous member of the public found the proposed plan too general and that there was a greater need than ever to make it more open. Mr. Jim Sutton, Friends and Foundation, urged the Commissioners to adopt what he described as a practical results oriented proposal to address those areas of most concern to library patrons. Mr. Joe Rosenthal, Friends and Foundation praised the proposed plan as "dealing in the art of the possible" and noted that the most important items needing improvement were addressed in the proposed plan.

Commissioner Steiman suggested that the proposal addressed those areas she would have chosen to undertake in response to the POE. Additionally she suggested that regular reports be made to the Commission as proposal developed. Commissioner Coulter expressed concern with a lack of specificity concerning individual projects, setting priorities, and suggested using the various proposed staff committees working on individual projects bring reports to the Commission for possible action. He noted that he felt the Brooks Hall plan recommended in the POE seemed well developed and should be moved forward. The Acting City Librarian discussed some of the issues and problems involved in working out management and use of Brooks Hall by the Library. Commissioner Coulter emphasized the importance of using the existing interest in Civic Center improvements, possible available of bond funds, and the plan in hand to seize this opportunity to move forward on Brooks Hall quickly. Commission Coulter called specific attention to the importance of stating Commission's clear position that it had not and did not propose to make changes in the Library for the Blind and Handicapped and Project Read as a result of the conceptual proposals for those spaces included in the POE. Turning to the matter of the proposed collection assessment project, he noted that this matter has posed great challenges for staff in the past and that the Commission needed to set policy on what course the Library should take in this regard. Commissioner Coulter also inquired concerning proposals to digitize portions of the magazine collection, which would free considerable shelf space for other materials. The City Librarian discussed some of the issues involved in digitizing collections, noting controversies regarding it among library professionals, and suggested that she present a discussion on this matter at a future commission meeting. Commissioner Streets

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emphasized that she would like to see proposals to address POE issues with clear targets with timelines for completion brought to the Commission for its consideration. She also suggested that it be a high priority to complete the building close out items as soon as possible.

MOTION: by Commissioner Coulter, seconded by Commissioner Steiman that the Commission approve the proposed plan in concept with the understanding that staff should bring back to the Commission in greater specificity and with clear priorities the individual components of the plan for its consideration and approval prior to implementation.

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Steiman, and Streets)

MINUTES OF THE FEB. 1, 2000 REGULAR COMMISSION MEETING

Public comment; An anonymous member of the public again noted that these Minutes were not posted on the website, suggested that reported summaries of discussions robbed them of their intellectual content, and criticized the reporting of the discussion concerning whether the terms of the Friends and Foundation MOU required that they comply fully with the requirements of the Sunshine Ordinance concerning revealing information about donors.

Commissioner Coulter requested that members of the public who spoke anonymously be numbered when their comments are reported to clarify whether one person spoke rather than several. There followed a discussion among President Llorente, the Commission Secretary, and Deputy City Attorney Adine Varah about a footnote in the Minutes informing readers about the number of people who chose to speak anonymously at a meeting. The Deputy City Attorney explained that such footnote was designed to eliminate confusion regarding whether one or more members of the public were speaking. Commissioner Coulter requested that this footnote notice also be included in Appendix A, Public Comment notes and that the disclaimer language used in Appendix A be strengthened to emphasize that all comments reported there were solely the responsibility of the speaker and that the Library could not warrant the accuracy of the comments nor that the comments actually reflect what may have been said at the meeting.

The Commissioner Steiman noted absence of page numbers on some draft Minutes requesting their inclusion. The Commission Secretary described the process whereby the adopted final versions of the Commission Minutes are posted in answer to another question by Commissioner Steiman. The Secretary additionally explained temporary difficulties which resulted in the lack of current postings of the Minutes on the Library website and committed to posting the approved Minutes there as soon as possible.

MOTION: by Commissioner Steiman, seconded by Commissioner Coulter moved approval of the Minutes of the regular Meeting of Feb.1, 2000 as amended.

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Steiman, and Streets)

MINUTES OF THE FEB. 9, 2000 SPECIAL COMMISSION MEETING

Public comment; none offered

Commissioner Coulter requested similar changes in the footnoted disclaimer and the Appendix A disclaimer language as made in the Feb.1, 2000 Minutes.

MOTION: by Commissioner Coulter, seconded by Commissioner Streets moved approval of the Minutes of the Special Meeting of Feb.9, 2000 as amended.

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Steiman, and Streets)

MINUTES OF THE FEB. 16, 2000 SPECIAL COMMISSION MEETING

Public comment; An anonymous member of the public again observed that the intellectual content of the summary of the discussion reported on page 4 of the draft Minutes concerning the satisfaction rate survey included in the POE noting that comments pointing out the dissatisfaction rate increasing with frequency of visit were left out. In addition, the anonymous member of the public further cited a reported observation by Commissioner Chin regarding the futility of looking for blame for problems with the Main Library suggesting that the point of her comments and a related response was lost.

Commissioner Coulter recommended that lengthily comment summaries should be broken up to facilitate ease of reading.

MOTION: by Commissioner Streets, seconded by Commissioner Steiman moved approval of the Minutes of the Special Meeting of Feb.9, 2000 as amended.

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Steiman, and Streets)

LABOR UNION REPORT
none offered

NEW BUSINESS
President Llorente announced that he would be resigning from the Library Commission on March 31, 2000 as a consequence of his accepting a position as a Deputy in the City Attorney's Office. President Llorente noted his enjoyment of his time on the Commission and happiness with the important work the Commission had undertaken during his four years as a member. President Llorente expressed his thanks for the support, dedication and hard work which his colleagues and library staff had given in achieving many important successes in providing better library services to the community. Commissioner Coulter expressed his appreciation and thanks for President Llorente's skillful and devoted leadership of the Commission and important service to the community. Commissioner Steiman noted that she would miss President Llorente's calm and deliberate chairmanship of Commission meetings and happiness at serving with him.

Public comment; An anonymous member of the public observed that while not among the fans of President Llorente that his willingness to serve on the Commission merited thanks and expressed wishes for the best of luck with President Llorente's future endeavors. Mr. Ed Regan said that he felt President Llorente had done a great job as a Library Commissioner.

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Ms. Marti Goddard, library staff member, praised President Llorente for his hard work and leadership on the Commission. Ms. Deborah Doyle, Friends and Foundation, offered her congratulations and thanks for President Llorente's service on the Library Commission.

Commissioner Streets requested scheduling a formal agenda item honoring President Llorente's service on the Commission.

PUBLIC COMMENT

Mr. Ed Regan recommended extending library public service hours from 6Am to 12 Midnight seven days as week 365 days a years and also recommended that separate fiction and non-fiction libraries be created. Ms. Deborah Doyle, Friends and Foundation, called the Commission's attention to efforts lead by Jackie Naylor, a respected singer currently appearing at the Plush Room, to raise funds to refurbish the Library's piano. An anonymous member of the public noted that this meeting marked the 25th Anniversary of nearly continuous attendance at Library Commission meetings. The anonymous member of the public mused that the experience had been very rewarding learning about peoplewho are anonymous citizens are treated member of the public

In response to questions and comments by President Llorente and Commissioner Steiman, the Acting City Librarian informed the Commission that the restored piano may be placed in the café area to facilitate its use in the Koret Auditorium as well.

ADJOURNMENT

MOTION: that the meeting be adjourned was moved by Commissioner Steiman, seconded by Commissioner Streets.

Public comment: none offered

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Steiman, and Streets)

The meeting was adjourned at 7:47PM

The number of members of the public who spoke anonymously at this meeting. 1

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Michael Housh, Commission Secretary 3/23/00

Draft Minutes of the Regular Commission Meeting
of March 8, 2000

Appendix A

The Public Comment Summary Statements included in these draft Minutes are authorized by San Francisco Administrative Code Section 67.16. .

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Draft Minutes of the Regular Commission Meeting of March 8, 2000

Appendix A

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Benjamin Franklin Middle School Mural Project Timeline

Wednesday, March 8 5:30 pm	Library Commission Meeting Students will present their mural project proposal to the library commission for approval of the mural on the Western Addition Public Library.
Wednesday, March 15 5:00-7:00 p.m.	Community Meeting #1 At this meeting, we will introduce ourselves and our project to the community. We will explain the process for creating a community mural as well as the theme of our mural. Community members will begin to create designs for the mural at the meeting.
Friday, March 17 12:30-3:20	Lunch Meeting: Ben Franklin students and staff are introduced to mural and create designs.
Thursday, March 23 1:30-2:30	ALL SKETCHES ARE DUE Muralist in Class: Students begin to arrange sketches.
Monday, April 3 5:00-6:30	Community Meeting #2 At this meeting, we will present our composite design for the mural. Community members will be asked to give any additional feedback. The community will be invited to attend our paint-in day in May.
Tuesday, April 4 5:30 p.m.	Library Commission Meeting We will present our composite design to the Commission for approval.
Wednesday, April 5 9:00 a.m.	Art Commission Meeting We will present our composite design to the Commission for approval.
Friday, April 28 12:30-3:30 p.m.	Wall Preparation (?- only if we do mural on wall) Our class will prepare and install the mural panels.
Saturday, April 29 10:00-6:00 p.m.	Mural gridding Our class will grid the design of the mural on the panels.
Friday, May 5 9:00 a.m.-5:00 p.m.	Paint-In Day Our class accompanied by other Benjamin Franklin students and community members will paint the mural.

Saturday, May 6 10:00 a.m.-5:00 p.m.	Paint-In Day If necessary, our students will hold an additional day to complete the mural painting.
Sunday, May 7 10:00 am- 2:00 pm	Varnish the mural.
Thursday, May 11 5:30-7:00 p.m.	Mural Grand Opening Our class will host a grand opening event for the community. We would like to co-host the event with the Western Addition Public Library. We have funds for refreshments and some decorations.

* The location of the community meeting is yet to be determined. We are able to host them at our school. However, if the Western Addition Public Library would like to co-host the meetings at their site, we would be happy to do that as well.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

To: San Francisco Public Library Commission
From: Susan Hildreth, Acting City Librarian
Re: Draft POE Action Plan
Date: March 8, 2000

The POE is a very complex document with many suggestions for public service and operational improvements to the Main Library. In light of limited resources, staff needs to prioritize these recommendations based on many criteria, including health and safety, public service, staff needs building maintenance, etc. I recommend that we establish a team to work together to manage the action plan and implementation of the POE. Team members will include myself, George Nichols, Finance Director, Rich Walsh, Director of Operations and Maintenance and Ned Himmel, Chief of the Main Library. I also recommend that Charles Higueras, Commission Vice-President, represent the Commission as a liaison to this team. The team has preliminarily recommended the following action plan to address POE recommendations. We anticipate that this phase of the POE implementation could take from six to eighteen months, depending on the complexity of the specific issue. We will update the Commission on progress on these issues and others that arise as a result of this process on a regular basis.

1. FUNDING ISSUES
   - Review funding level of the Library Improvement Fund and any current commitments; determine activities and projects that can be funded with these monies
   - Determine if fund can be established within Library budget or remain within budget of DPW
   - Determine how POE projects can be managed - through Bureau of Construction Management, Bureau of Architecture, independent project manager
   - Estimate operational costs in relation to suggested building modifications, i.e. costs for additional staff if second floor were bridged

   Please note: We plan to report to the Commission on the status of the Library Improvement Fund at the April 4, 2000, meeting.

2. BUILDING CLOSE-OUT ISSUES
   - Determine plan to address necessary repairs, upgrades or reconfiguration to address building close-out issues
   - Identify strategy for punchlist items as well as items that are needed, but may not be on punchlist
   - Determine if there are warranties on systems or equipment that have not been exercised or that could be extended

- Establish action plan that may include short-term or contract staff to manage process
- High priority items include UV treatment of atrium windows, deterrents to skateboarders on exterior of building, seismic joint repair, loading dock renovation, review of computerized window shade control system, HVAC balancing

3. BROOKS HALL
   - Coordinate with other City departments that currently utilize or have potential plans for Brooks Hall
   - Determine coordinated master program plan and plan for funding necessary Improvements
   - Establish specific library space allocations in Brooks Hall
   - Establish Library master plan for its Brooks Hall space

4. ALTERNATE LOCATION FOR NON-PUBLIC SERVICES
   - Determine space needs for Technical Services Department
   - Begin to look for alternate, suitable locations and plan for funding to support potential costs of this space for Technical Services and/or other appropriate non-public departments in a location outside of Main Library

5. WAY-FINDING/SIGNAGE
   - Review way-finding results of POE studies and determine if any reorganization of services can be done simply to address service issues
   - Determine flexible masterplan for building signage and implement as soon as possible
   - Ensure consistency of identification terms used in online catalog and identification terms used on building signage and in building maps, pamphlets

6. BORROWERS' SERVICES/ATRIUM
   - Work with staff in carefully analyzing POE recommendations regarding 1st and 2nd floors, which could provide greatest impact on enhanced public service
   - Develop plan for service improvement and/or building modifications to address issues outlined in POE

7. COLLECTION ASSESSMENT
   - Work with staff and consultants to review collection development plan and strategies/priorities for managing various parts of the collection
   - Determine how to allocate collections to maximize public service and make best use of available space
   - Investigate off-site storage possibilities, i.e. UC's regional storage facility

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   - Review funding level of the Library Improvement Fund and any current commitments; determine activities and projects that can be funded with these monies
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DOCUMENTS DEPT
MAY 17 2000
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A.
Vice President

Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Darian W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Wednesday, March 8, 2000 (approved as amended April 4, 2000)

The San Francisco Public Library Commission held a regular meeting on Wednesday, March 8, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:41PM by President Ernie Llorente.

The following members were noted present: President Llorente and Commissioners Coulter, Steiman, and Streets.

Commissioners Chin, Higueras, and Swig were noted excused attendance.

President Llorente announced that as a courtesy to the students from the Benjamin Franklin Middle School attending the meeting to address agenda item #2 Western Addition Branch Library Mural proposal that item would be taken at the beginning of the agenda.

WESTERN ADDITION BRANCH LIBRARY MURAL

President Llorente welcomed the visiting students. Acting City Librarian Susan Hildreth then invited the students to present their idea. Benjamin Franklin Middle School students, Olga Yulikova, Maria De La Paz, Kimmy Claysic Flores Go, Brenda Cervantes, and Kendra Brown outlined a proposal suggested by students from their school to create a mural addressing the issue of Tolerance on a side wall of the Western Addition Branch Library. The students spoke eloquently about the extensive process which had lead to the selection of this approach to raising awareness of the importance of fostering tolerance and discouraging slurs in the Western Addition community. During their presentation the students spoke concerning the availability of a $2,200 grant to fund the project and about actively seeking community involvement and input through a community walk, workshops on tolerance, and public meetings. It was also mentioned that the location was selected because of its visibility and location in the heart of the neighborhood. The students urged the Commissioners' approval of their project. The students' teacher and advisor on the project, Ms. Melissa McStay, provided the Commissioners with a revised timeline and work plan (copy attached) for the mural reflecting addition of the required involvement of the Arts Commission in the mural's approval process. She discussed the background the students' proposal, detailed the various steps necessary in approving the project, and noted that as proposed the mural would be painted on a framework not directly on the walls of the building.

The number of members of the public who spoke anonymously at this meeting. 1

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Public comment: none offered.

President Llorente inquired about the mural's design and was informed that it would be developed through a community input process and that these recommendations would go through the Arts Commission's civic design review and approval process. Commissioner Steiman requested that the final design be brought back for a final review before the work goes forward. Deputy City Attorney Adine Varah rose to explain and clarify the role of the Arts Commission in the approval of the proposed work and stated that the Arts Commission's approval was required for murals placed upon city property.

MOTION: by Commissioner Coulter, seconded by Commissioner Steiman that the Commission approve the mural in concept with the understanding that the recommended design be brought back to the Commission for a final review after undergoing the Arts Commission review process.

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Steiman, and Streets)

THE CITY LIBRARIAN'S REPORT

Acting City Librarian Susan Hildreth informed the Commissioners of the approval of Prop. 14, authorizing the State Library Construction and Improvement Bond Act by the voters in the March 7, 2000 Primary Election statewide by 59% and with the highest level of support in San Francisco at 77%. Ms Hildreth expressed her appreciation for the significant assistance which the Friends and Foundation provided, including the lead contribution of $35,000. The Acting City Librarian provided the Commission with a report highlighting details of the currently active grants and provided information on seven completed grants. Ms. Hildreth informed the Commissioners that at Friends and Foundation of the San Francisco Public Library had agreed to fund a $350,000 survey of library facilities providing information to guide future facilities management and assist in prioritizing facilities planning for the library system.

The Acting City Librarian next announced the upcoming inaugural festivities honoring San Francisco's Poet Laureate Janice Mirikitani on March 30, 2000. Ms. Hildreth informed the Commissioners that the Library would undertake a neighborhood survey of potential alternative locations for the Visitacion Valley Branch Library prior to bringing a recommendation for the purchase of a site to the Commission for its consideration. The Acting City Librarian then described in some detail the extensive work which had been done to improve the database by cleaning up records in the online catalog. She noted that reports on purged material could assist staff in identifying materials to be replaced. Ms. Hildreth brought the Commissioners up to date with ongoing discussions with the San Francisco League of Urban Gardeners (SLUG) about their proposal to operate the Tool Lending Center as a partner with the Library. She reported that she would bring a more detailed report on any proposed agreement to the Commission for its consideration at a future meeting.

Public Comment: An anonymous member of the public called the Commissioners attention

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to the lack of posting of the agenda and minutes on the library's website, raising issues of a possible violation of the Sunshine Ordinance and pointed out that a proposed partnership with a private collection agency which had been previously mentioned in a City Librarian's Report had not reappeared on the Commission's agenda. The anonymous member of the public spoke favorably concerning the possible selection of SLUG to operate the Tool Lending Center. Mr. Ed Regan suggested that the new Visitacion Valley Branch include space for parking, and that the Tool Lending Center would have books on tools, impose no fines for over due tools, and have a program to purchase tools from patrons at reduced cost.

Commissioner Steiman pointed out that neighborhood residents and library patrons had expressed a strong preference for the current location of the Visitacion Valley Branch and recommended any other proposal be fully discussed with the community before any action was considered. In response to a query by President Llorente, the Acting City Librarian discussed aspects of a potential agreement with the San Francisco League of Urban Gardeners (SLUG) to operate the Tool Lending Center. In answer to Commissioner Streets question about the role of the Department of Public Works, Ms. Hildreth outlined her thinking on how the Library would undertake the facilities survey to be funded by the Friends and Foundation. Additionally, she informed the Commissioner that no staffing funded through the completed grants had been continued.

OCEAN VIEW CONSTRUCTION REPORT

Mr. Edgar Lopez, Department of Public Works reported that the project was 80% complete. He described in detail the current work being done. A new project completion date from April 28 to May 8, 2000 was identified as the result of allowed rain delay days. Mr. Lopez reported a new change order of $3,309, bringing the total of change order to $20,358 or 16% of the total amount budgeted for the project. He noted that there likely would be another change order of approximately $6,000 under negotiation with the contractor.

Public comment. Mr. Ed Regan recommended that all future branch libraries include a full basement and that a MUNI stop in both directions be placed at the new branch library. He further recommended additional hours be added at the branch given its $2.5 million cost.

Mr. Lopez informed Commissioner Steiman that the likely move in date will be after May 12, 2000 due to rain day problems. In response to a question by President Llorente, Mr. Lopez discussed issues created by materials shortages beyond the control of the contractor, and the going out of business by the elevator supplier, and how they were resolved.

SUPPLEMENTAL APPROPRIATION

Mr. George Nichols, Library Finance Director, presented the Commissioners with a recommendation for an $875,878 supplemental appropriation request for submission to the Board of Supervisors for its approval. He described in extensive detail the sources of the additional unanticipated earmarked library revenues which offered the Library an opportunity to undertake a number of projects, particularly electrical system upgrades at

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several designated branch libraries during this fiscal year. Mr. Nichols then outlined the details of the furniture, fixtures, and equipment request for the potential relocation of the Ingleside Branch Mr. Nichols discussed how an increased California State Library Public Library Fund (PLF) allocation and increased revenues available in through Prop. E (Library Preservation Fund) (LPF) could fund an extensive series of library projects without additional General Fund contribution. Mr. Nichols recommended approval of the request.

Public Comment: An anonymous member of the public objected that the description of the agenda item failed to properly describe the source of the majority of the funds as being Prop. E, Library Preservation Fund moneys rather than just State Library funds. The anonymous member of the public contended that the notice was inadequate in that it did not inform interested members of the public that Prop. E money was proposed to be spent and that there was insufficient clarity in the notice. The anonymous member of the public additionally suggested that the priority for spending Prop. E funds was increased hours instead of the items proposed. Ms. Barbara Berman, Friends and Foundation disagreed with the previous speaker's assessment of the proposed expenditures and favored its approval.

Deputy City Attorney Adine Varah noted that while the agenda item language did refer to State Library (PLF) funding and funding, it did not specifically identify use of local Prop. E (Library Preservation Fund) moneys. The Deputy City Attorney then advised that in light of potential ambiguity regarding whether the supplemental appropriation would be from local as well as state funds specified in the agenda it would be prudent for the Commission to postpone action on the item to a future meeting. Commissioner Steiman expressed concern with the potential risk of a lawsuit based on her recent participation in a workshop addressing revisions in the Sunshine Ordinance. Following a discussion of the urgency of moving this request to the Board of Supervisors by Mr. Nichols, Ms. Hildreth suggested that a special meeting to approve the supplemental appropriation request might be necessary should the Commission decide to defer action. In response to comments by Commissioner Steiman, an author of Prop. E, (The Library Preservation Fund), Deputy City Attorney Adine Varah quoted the text of Prop. E, (Library Preservation Fund), clarifying that the Library Preservation Fund could be spent to "operate library facilities" as well as on "library services and materials". In answer to Commission Coulter, Mr. Nichols noted that the addition of a .25FTE library page position was the only staffing change proposed for the Ingleside Branch Library it relocated. The Acting City Librarian suggested that only minimal investment in upgrading the electrical systems at the existing Visitacion Valley Branch was proposed until its future status is clarified. Mr. Nichols described this supplemental funding as an opportunity for several one time improvements to be fully paid for by unanticipated unallocated revenues. Commissioners Steiman and Streets discussed various options for holding a special meeting of the Commission. Commission Coulter suggested that the City Attorney's views concerning the adequacy of the notice of this item could be considered and not accepted, stating that he could not attend a special meeting on this issue. A motion by Commission Coulter to approve the supplemental appropriation died for lack of a second.

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MOTION: by Commissioner Steiman, seconded by Commissioner Streets tabling this item and calling for a special meeting limited to addressing this item as soon as appropriate notice allows.

ACTION: APPROVED Aye 3-1 (Aye-Llorente, Steiman, and Streets) (Nay-Coulter)

POST OCCUPANCY EVALUATION ACTION PLAN

The Acting City Librarian provided the Commissioners with a proposed initial action plan (copy attached) in response to some of the recommendations included in the Post Occupancy Evaluation of the Main Library Report presented at the Commission's February 16, 2000 Special Meeting. Ms. Hildreth noted the large number of and complexity of the recommendations included in the POE Report and the limited resources available to address them. She recommended creation of a team including herself, Mr. Nichols, Mr. Rich Walsh, Library Facilities and Maintenance Director, Mr. Ned Himmel, Chief of the Main Library, and including Vice President Higueras to represent the Library Commission. The Acting City Librarian suggested that this phase in the Library's response to the POE could take six to eighteen months. She identified funding issues, including Library Improvement Fund account moneys, project management options, consideration of operational costs related to making changes as the POE proposes, building close out issues remaining, completing both "punch list" remaining from the construction project and non-punch list outstanding issues, and addressing questions concerning warranty issues. Ms. Hildreth suggested that hiring contract staff to address some of these issues could be necessary. The Acting City Librarian detailed specific high priority projects including addressing ultra-violet light filtration in the Atrium, skateboarding related issues, repairing the seismic joint, renovation of the loading dock, reviewing the automatic shading system, and correctly balancing the HVAC systems. Ms. Hildreth recommended that a priority be given to efforts to work with other involved city departments to develop a proposal for use of Brooks Hall. She noted that because of issues identified by the POE that the Tech Services Department should be considered first priority for relocation out of the Main Library and proposed consideration of various off site location options and ways to find the necessary funding to accomplish a relocation. The Acting City Librarian discussed the importance of limiting impact on public services with any proposed changes in the Main Library, particularly on the first floor, and suggested that way finding issues could be addressed by a staff committee created to find a cohesive way for patrons to navigate through the Library. She also called attention to significant signage improvements which library staff had already implemented, citing the excellent work contributed by Library Public Information Officer Beverly Hennessey in converting signage. Ms. Hildreth mentioned that Jim Chang of the Department of Public Works had persuaded building chief contractor Huber Hunt & Nichols to mitigate deficiencies in originally installed signs. The importance of active involvement by a staff committee to be created to identify service improvements or building modifications based on their experience with the building to address problems was noted. Ms. Hildreth then proposed a focused collection assessment project to be performed by outside library experts and subject specialists consultants to review and consider every aspect of the library's collections including space

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needs, and possible off site storage of materials. The Acting City Librarian proposed to actively involve Vice President Higueras on a regular basis in this effort and to bring to the Commission regular reports and any items this process suggested in response to issues identified in the POE.

Public Comment: An anonymous member of the public regretted that the students who had made a presentation to the Commissioners on a proposed mural project promoting the issue of tolerance had been unable to stay, found this item objectionable as an action item, and questioned the description of Vice President Higueras' role in addressing matters raised by the POE as "representing this Commission" rather than as a private citizen meeting with library staff. The anonymous member of the public suggested that the Commission create a special Committee to formally address the many serious policy issues and priorities not yet addressed and to set guidelines for implementation. The anonymous member of the public found the proposed plan too general and that there was a greater need than ever to make it more open. Mr. Jim Sutton, Friends and Foundation, urged the Commissioners to adopt what he described as a practical results oriented proposal to address those areas of most concern to library patrons. Mr. Joe Rosenthal, Friends and Foundation praised the proposed plan as "dealing in the art of the possible" and noted that the most important items needing improvement were addressed in the proposed plan.

Commissioner Steiman suggested that the proposal addressed those areas she would have chosen to undertake in response to the POE. Additionally she suggested that regular reports be made to the Commission as proposals are developed. Commissioner Coulter expressed concern with a lack of specificity concerning individual projects, setting priorities, and suggested using the various proposed staff committees working on individual projects to bring reports to the Commission for possible action. He noted that he felt the Brooks Hall plan recommended in the POE seemed well developed and should be moved forward. The Acting City Librarian discussed some of the issues and problems involved in working out management and use of Brooks Hall by the Library. Commissioner Coulter emphasized the importance of using the existing interest in Civic Center improvements, possible available bond funds, and the plan in hand to seize this opportunity to move forward on Brooks Hall quickly. Commission Coulter called specific attention to the importance of stating the Commission's clear position that it had not and did not propose to make changes in the Library for the Blind and Handicapped and Project Read as a result of the conceptual proposals for those spaces included in the POE. Turning to the matter of the proposed collection assessment project, he noted that this matter has posed great challenges for staff in the past and that the Commission needed to set policy on what course the Library should take in this regard. Commissioner Coulter also inquired concerning proposals to digitize portions of the magazine collection, which would free considerable shelf space for other materials. The Acting City Librarian discussed some of the issues involved in digitizing collections, noting controversies regarding it among library professionals, and suggested that she present a discussion on this matter at a future commission meeting. Commissioner Streets

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emphasized that she would like to see proposals to address POE issues with clear targets with timelines for completion brought to the Commission for its consideration. She also suggested that it be a high priority to complete the building close out items as soon as possible.

MOTION: by Commissioner Coulter, seconded by Commissioner Steiman that the Commission approve the proposed plan in concept with the understanding that staff should bring back to the Commission in greater specificity and with clear priorities the individual components of the plan for its consideration and approval prior to implementation.

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Steiman, and Streets)

MINUTES OF THE FEB. 1, 2000 REGULAR COMMISSION MEETING

Public comment; An anonymous member of the public again noted that these Minutes were not posted on the website, suggested that reported summaries of discussions robbed them of their intellectual content, and criticized the reporting of the discussion concerning whether the terms of the Friends and Foundation MOU required that they comply fully with the requirements of the Sunshine Ordinance concerning revealing information about donors.

Commissioner Coulter requested that members of the public who spoke anonymously be numbered when their comments are reported to clarify whether one person spoke rather than several. There followed a discussion among President Llorente, the Commission Secretary, and Deputy City Attorney Adine Varah about a footnote in the Minutes informing readers about the number of people who chose to speak anonymously at a meeting. The Deputy City Attorney explained that such footnote was designed to eliminate confusion regarding whether one or more members of the public were speaking. Commissioner Coulter requested that this footnote notice also be included in Appendix A, Public Comment notes and that the disclaimer language used in Appendix A be strengthened to emphasize that all comments reported there were solely the responsibility of the speaker and that the Library could not warrant the accuracy of the comments nor that the comments actually reflect what may have been said at the meeting.

The Commissioner Steiman noted absence of page numbers on some draft Minutes requesting their inclusion. The Commission Secretary described the process whereby the adopted final versions of the Commission Minutes are posted in answer to another question by Commissioner Steiman. The Secretary additionally explained temporary difficulties which resulted in the lack of current postings of the Minutes on the Library website and committed to posting the approved Minutes there as soon as possible.

MOTION: by Commissioner Steiman, seconded by Commissioner Coulter moved approval of the Minutes of the regular Meeting of Feb.1, 2000 as amended.

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Steiman, and Streets)

MINUTES OF THE FEB. 9, 2000 SPECIAL COMMISSION MEETING

Public comment; none offered

Commissioner Coulter requested similar changes in the footnoted disclaimer and the Appendix A disclaimer language as made in the Feb.1, 2000 Minutes.

MOTION: by Commissioner Coulter, seconded by Commissioner Streets moved approval of the Minutes of the Special Meeting of Feb.9, 2000 as amended.

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Steiman, and Streets)

MINUTES OF THE FEB. 16, 2000 SPECIAL COMMISSION MEETING

Public comment; An anonymous member of the public again observed that the intellectual content of the summary of the discussion reported on page 4 of the draft Minutes concerning the satisfaction rate survey included in the POE noting that comments pointing out the dissatisfaction rate increasing with frequency of visit were left out. In addition, the anonymous member of the public further cited a reported observation by Commissioner Chin regarding the futility of looking for blame for problems with the Main Library suggesting that the point of her comments and a related response was lost.

Commissioner Coulter recommended that lengthy comment summaries should be broken up to facilitate ease of reading.

MOTION: by Commissioner Streets, seconded by Commissioner Steiman moved approval of the Minutes of the Special Meeting of Feb.9, 2000 as amended.

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Steiman, and Streets)

LABOR UNION REPORT
none offered

NEW BUSINESS
President Llorente announced that he would be resigning from the Library Commission on March 31, 2000 as a consequence of his accepting a position as a Deputy in the City Attorney's Office. President Llorente noted his enjoyment of his time on the Commission and happiness with the important work the Commission had undertaken during his four years as a member. President Llorente expressed his thanks for the support, dedication and hard work which his colleagues and library staff had given in achieving many important successes in providing better library services to the community. Commissioner Coulter expressed his appreciation and thanks for President Llorente's skillful and devoted leadership of the Commission and important service to the community. Commissioner Steiman noted that she would miss President Llorente's calm and deliberate chairmanship of Commission meetings and happiness at serving with him.

Public comment; An anonymous member of the public observed that while not among the fans of President Llorente that his willingness to serve on the Commission merited thanks and expressed wishes for the best of luck with President Llorente's future endeavors. Mr. Ed Regan said that he felt President Llorente had done a great job as a Library Commissioner.

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Ms. Marti Goddard, library staff member, praised President Llorente for his hard work and leadership on the Commission. Ms. Deborah Doyle, Friends and Foundation, offered her congratulations and thanks for President Llorente's service on the Library Commission.

Commissioner Streets requested scheduling a formal agenda item honoring President Llorente's service on the Commission.

PUBLIC COMMENT

Mr. Ed Regan recommended extending library public service hours from 6Am to 12 Midnight seven days as week 365 days a years and also recommended that separate fiction and non-fiction libraries be created. Ms. Deborah Doyle, Friends and Foundation, called the Commission's attention to efforts lead by Jackie Naylor, a respected singer currently appearing at the Plush Room, to raise funds to refurbish the Library's piano. An anonymous member of the public noted that this meeting marked the 25th Anniversary of nearly continuous attendance at Library Commission meetings. The anonymous member of the public mused that the experience had been very rewarding in learning about the treatment given people who are anonymous members of the public by the Commission.

In response to questions and comments by President Llorente and Commissioner Steiman, the Acting City Librarian informed the Commission that the restored piano may be placed in the café area to facilitate its use in the Koret Auditorium as well.

ADJOURNMENT

MOTION: that the meeting be adjourned was moved by Commissioner Steiman, seconded by Commissioner Streets.

Public comment: none offered

ACTION: APPROVED Aye 4-0 (Llorente, Coulter, Steiman, and Streets)

The meeting was adjourned at 7:47PM

The number of members of the public who spoke anonymously at this meeting. 1

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Michael Housh, Commission Secretary 4/5/00

Minutes of the Regular Commission Meeting
of March 8, 2000

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the Regular Commission Meeting of March 8, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 8, 2000

Item 1:
CITY LIBRARIAN'S REPORT

"This agenda item is not on the agenda that appears on the website. In fact, none of this evening's items appear. The agenda that is on the website is still the agenda for the February 16 meeting. It is possible to read the Sunshine Ordinance in such a way that this is not a violation of the Ordinance until July. However, it is possible to read it the other way: That it is a violation now. I am only bringing this to your attention.

I am very concerned that an issue that appeared under this agenda item several months ago and not been revisited. It was a proposal to create a public private partnership with a collection agency. This is a very bad idea and I am concerned that it not go forward without further consideration from the commission."

Minutes of the Regular Commission Meeting of March 8, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 8, 2000

Item 4:
SUPPLEMENTAL APPROPRIATION REQUESTS

"I think there is a serious problem with the agenda. The agenda, as read by President Llorente, refers to "supplemental appropriations of State Library Public Library Fund (PLF) moneys." (sic)

Yet, if we look at the explanatory documents we see that it is not just PLF monies, but, in fact, the lion's share of the expenditures are from Proposition E funds. The expenditure of Prop E funds is very controversial. It has been the subject of numerous public hearings and now there is no proper notice to the public when those funds are actually expended. Also, the Commission needs to be reminded of the priorities for those funds.

Why was the public not told at the numerous public hearings where they were repeatedly told that there was no money for increased hours that there would be plenty of money for the things that are described here?"

Minutes of the Regular Commission Meeting of March 8, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 8, 2000

Item 5:
RECOMMENDATIONS IN RESPONSE TO THE POE

"I think this is a very bad idea. Mr. Higueras has been described during this discussion as the representative of the Commission on the committee. I suspect that further inquiry will lead to a modification of that contention. But you should have a representative.
The Commission has failed to take a position on the very serious policy issues raised by the POE. The Commission should create a committee of the Commission itself to look at the policy implications. This committee should be charged with creating priorities and policy guidelines for the staff.

The plan here is so general that there is reference to 'determine' or 'analyze' but no reference to the results you want to see. At the end of this long process of the POE there is every reason to make it more open than ever."

Minutes of the Regular Commission Meeting of March 8, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 8, 2000

Item 6:
Approval of the Minutes (February 1, 2000)

"I have checked the website for these minutes and in fact none of the three minutes up for approval today are on the website at all. Apparently you have come to the conclusion that if you can't do it right, it is better not to do it at all. I wish you had thought of that concept sooner.

You have adopted a strategy in the minutes of stating there was a discussion, controversy or critique without saying what the discussion, controversy or critique was.

Two examples will serve to show how this lobotomizes the minutes. (The pages in the minutes are unnumbered.)

1) The term 'level of applicability of the Sunshine Ordinance described in the proposed MOU was inadequate.' This is both untrue and conceals a complex discussion of whether there is an intention to disclose which revealed that they hope to protect their donors from disclosure." (Time runs out.)

Minutes of the Regular Commission Meeting of March 8, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 8, 2000

Item 8:
Approval of the Minutes (February 16, 2000)

"To illustrate the same point – that the minutes have been lobotomized: The minutes on page 4 state Mr. Coulter 'commented on the 76% of satisfied or very satisfied with Library service comment by patrons.' This is syntactically challenged but it does make a point.

On the same point, the anonymous citizen, quoted from the same page of the POE referred to my Mr. Coulter noted the observation by the consultants that the dissatisfaction rating went up with frequency of visits. Yet, the minutes report that comment by saying, 'challenged positive assessments of the building reported.' This completely strips out the intellectual content of the point being made which was that the most experienced and knowledgeable users report the greatest dissatisfaction.

Similarly, the comments of Commissioner Chin at the bottom of page seven strip out the meaning of what she said."

Minutes of the Regular Commission Meeting of March 8, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 8, 2000

Item 10:
New Business

"In response to President Llorente's announcement of his resignation from the Commission, I would like to thank Mr. Llorente for being willing to serve. It is an inherent difficult task in our diverse society.

I wish him godspeed and the best of luck in his future endeavors."

Minutes of the Regular Commission Meeting of March 8, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 8, 2000

Item 11:
Public Comment

"This meeting marks the 25th anniversary of my attendance at Library Commission meetings. It has been a very rewarding experience for me to learn the things that I have learned, particularly what I have learned about the way people are treated who are in fact anonymous citizens.

All of us rarely depart from our own milieu and all of us are in a sense anonymous when we do that. I was shocked to learn how people are treated. I am sure that I show some signs of that abuse over the years. My treatment is so much better now that any cynicism about my being anonymous I accept cheerfully.

At this point I would like to recite a quotation from 'Elegy Written in a Country Churchyard' by Thomas Gray,

'Let not ambition mock their useful toil,
Their homely joys, and destiny obscure,
Nor grandeur hear with a disdainful smile
The . . . .'"

DOCUMENTS DEPT.

MAR - 9 2000

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

DATE: Monday, March 13, 2000
TIME: 2:00 PM
PLACE: Latino/Hispanic Room, L58A
Main Library, lower level

The meeting will be called to order

AGENDA*+:

1. SUPPLEMENTAL APPROPRIATION REQUESTS — ACTION
Presentation of, discussion of, and possible action to approve submission of requests to the Board of Supervisors for supplemental appropriations of state and local funds, including the Library Preservation Fund, for electrical improvements at branch libraries including the North Beach, Richmond, Anza, Golden Gate Valley, Potrero, and Visitacion Valley Branches, and FFE (furnishings/fixtures/equipment) for the Ingleside Branch.
Explanatory document: Supplementary appropriation request.

2. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

3. ADJOURNMENT (requires motion and public comment) — ACTION

* Public comment will be taken before or during the Library Commission's consideration of each agenda item.

**Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.

3/9/00 - M.Housh, Commission Secretary

illie L. Brown, Jr.
ayor

est H. Llorente
sident

arles A. Higueras, A.I.A.
e President

nie K. Chin
ven A. Coulter
ol Steiman
A. Streets
W. Swig
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ina Minudri
Librarian

hael Housh
mission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Rachel Arnstine O'Hara, Clerk, the Sunshine Ordinance Task Force, City Hall, Room 362 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or at 415/554-6171 ph. 415/554-6177 FAX and website at Rachel_ArnstineO'Hara@ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/12/00

ITEM #1
SUPPLEMENTAL APPROPRIATION REQUEST

THE LIBRARY SEEKS THE COMMISSION'S APPROVAL TO OBTAIN FROM THE BOARD OF SUPERVISORS, A SUPPLEMENTAL APPROPRIATION OF $857,878 FROM THE LIBRARY PRESERVATION FUND. THE LIBRARY WOULD USE THESE FUNDS TO:

1. Purchase additional books and materials, equipment, and other items needed by the Library to support its programs ($408,378). $85,500 of this amount will be used to fund electrical upgrades in branch library facilities. Items are detailed on **Attachment A.**

2. Begin a renovation program to modernize and upgrade branch library electrical systems ($390,000). Projects funded by $85,500 in State Public Library Funds and $304,500 from property tax revenue remitted to the Library Preservation Fund per Proposition E. Branch Libraries that will have electrical systems upgraded with these funds are listed on **Attachment B.**

3. Purchase furniture, fixtures, and equipment (FF&E) for the Ingleside Branch Library that will relocated from its current leased site on Ashton Avenue to a more spacious leased site on Ocean Avenue ($145,000). Items are detailed on **Attachment C.**

SOURCE OF FUNDS:

1) Revenue allocations to the Library Preservation Fund in FY 1999-2000 will be significantly higher than anticipated or budgeted. The total increase in revenue expected in the current fiscal year is $1.132 million.

   a) Library will receive an additional allocation of $408,378 from the State's Public Library Fund (PLF). Allocation increased from $923,428 to $1,331,806. Additional funds would be used for items on Attachment A.

   b) Property tax allocations made to the Library Preservation Fund pursuant to Proposition E will exceed budgeted revenue by $724,000 – from $16.558 million to $17.282 million. The Library will spend $449,500 of the $724,000 to upgrade branch library electrical systems and to purchase FF&E for the Ingleside Branch Library.

2) State Public Library Funds and Library Preservation Funds can only be spent in support of the Public Library.

3) This revenue is unanticipated and provides the Library with an opportunity to enhance service, begin the critical upgrading of Branch Library electrical systems, and to take advantage of an opportunity to relocate the Ingleside Branch Library into a more spacious and visible site.

ITEM	COST	DESCRIPTION
Book Budget	135,378	Funds will be used to address deficiencies in the collection. This includes $30,000 to purchase replacements of lost or damaged materials; $42,000 for foreign language materials; $24,000 to create an abridged audiobook collection in the Branch System; $34,000 to supplement the videotape collections in the Branch Libraries; and, $5,000 for the Oceanview Branch Library opening day collection.
Collection Assessment	24,000	Funds will be used to hire a consultant to conduct a "collection assessment" study in the Main Library. The Post Occupancy Evaluation (POE) Report on the Main Library pointed out that improved collection management could address problems associated with overstocking of library shelves.
Receipt Printers	30,000	Funds will be used to purchase receipt printers for placement in each branch libraries. The purchase and installation of these printers will improve public service and eliminate activity that has resulted in repetitive stress injuries. Without the printers, circulation staff currently hand stamp return due dates on each circulated item. The printers will be attached to the online terminals at reference desks and will print out for the patron an easy-to-read receipt-like printout of checked-out titles and return due dates.
Cash Registers	11,000	Funds will be used to pay for cash registers that are purchased and installed in Branch Libraries. The installation of cash registers was recommended in the Controller's audit report on the Library's cash management processes as a way to improve fiscal control. Registers will be placed in all 26 Branch libraries.
Supplies for Receipt Printers & Cash Registers	5,000	Funds will be used to buy supplies (paper, machine tape, etc.) for the cash registers and receipt printers.
Disability Training	4,000	This will cover the cost of training for staff to enable them to better serve the needs of the disabled community. This is a program designed specifically to enhance SFPL's service to the disabled community. The training is a critical component of the Library's efforts to meet goals established by the Mayor's Office on Disability.
Time-Out Software	2,500	Funds will used to purchase a software package for use on public access terminals or PCs that will cut-off access to the internet after a pre-determined amount of time. Public access computers are limited in number and there is a heavy demand for their use. To ensure that all patrons wishing to use these stations have access, the Library limits the time patrons can use them. Control is currently exercised by staff or volunteers working the reference desks through manual scheduling and policing of workstations. This software would free staff from this duty and allow them to do other important activities.
Remote Distribution Software	50,000	Funds will be used to purchase and install Microsoft Systems Management Server 2.0. This system will provide a means to inventory hardware and software, distribute and install software, and trouble-shoot problems from a remote location. The use of this system will increase efficiency and effectiveness of the limited number of Automation support staff. The system will also facilitate planning for hardware and software updates, identify standard and non-standard software or software that is out-of-date, provide software use statistics, map network topology, and provide management reports.
Deselected Materials Distribution	15,000	Funds will be used to cover the cost of shipping books and other materials deselected from the collection to service agencies for public benefit distribution. These are materials that are out-dated or no longer meet patron information interests. The SFPL works with service agencies to distribute discarded materials to other libraires, schools, and institutions internationally.

ITEM	COST	DESCRIPTION
Ergonomic Furniture & Supplies	10,000	Funds will be used to purchase ergonomic furniture and supplies including computer key pad trays, chairs, computer workstations or desks, etc. The purchase and use of these items will reduce the risk of repetitive motion and other injuries.
Beta-Cam Video Recorder	10,000	The Library produces numerous video programs ranging from the cable casting of author readings to in-house training programs. The principle video format used by the library is betacamSP. The Media Services unit currently has only one betacamSP video recorder to meet a variety of production tasks including video editing, video dubbing, TV studio production and playback, and digital editing input. For each task the video recorder must be unplugged, moved about and reconfigured. This is time-consuming and increases wear and tear on the machine. The additional machine would increase the program's efficiency, provide flexibility in completing tasks, and reduce the risk of damage resulting from the constant moving and reconfiguring that occurs with a single unit.
LCD Projecter	10,000	The Library does not own a portable LCD Projector. More and more public programs, staff training sessions, administrative meetings and briefings rely on computer graphics presentations. With few exceptions, meeting space in the Library lacks the capability to provide computer graphics presentations. This system will fill a critical need for portable computer graphics and data presentation capability at the Main and at the Branch Libraries.
Deaf Tapes - Format Transfer	6,000	Transfer of 3/4" videotape to VHS format. These are locally produced video tapes for the deaf community. The VHS format is a more accessible format. Videos cover subjects such as job interviews, working with an interpreter, and the "American Culture: The Deaf Perspective" series produced by the SFPL.
Electrical Upgrade Study	10,000	Funds will be used to support a work order with DPW to conduct an assessment of branch library electrical systems. The assessment will identify problems and issues and assist the SFPL to determine priorities for upgrading.
Electrical Upgrade (Branch Libraries)	85,500	These funds will be combined with $304,500 in Library Preservation Fund revenue to upgrade electrical systems in six branch libraries (North Beach, Richmond, Anza, Golden Gate, Potrero, and Visitacion Valley). Total cost of this project is $390,000. This is the first step in a multiyear plan to modernize electrical systems in all branch libraries. This is a public health and safety issue. There has been and will continue to be an increase in the use of electrical devices in branch facilities. These devices include both public access and staff PCs, printers, and copiers, cash registers, receipt printers, fax machines, and book security systems. In most cases, existing electrical systems were not designed to carry the electrical loads demanded by these devises and the SFPL plans on upgrading and modernizing all branch libraries over the next 3 to 4 years. We are estimating that each upgrade will cost $65,000.
TOTAL	$408,378	

The Library proposes to spend $390,000 in FY 1999-2000 to modernize and upgrade the electrical systems in branch facilities -- $85,500 from State Public Library Fund revenue and $304,500 from property tax revenue remitted to the Library Preservation Fund per Proposition E. This amount provides funds to upgrade six branch libraries at an estimated cost of $65,000 each. This will be a multi-year effort in which at least six branch libraries will be upgraded annually until all branch library electrical systems have been modernized. The Library's proposed budget for FY 2000-2001 contains a like amount to continue this effort.

As the Library modernizes its services, there has been and will continue to be an increase in the use of electrical devices in branch facilities. These devices include both public access and staff PCs, printers, and copiers, cash registers, receipt printers, fax machines, and book security systems. In all cases, the original electrical systems in these buildings were not designed to carry the electrical loads demanded by the devices now in use; or, devices that will be installed in the next few years. Modernizing the branch library electrical systems will address public health and safety concerns.

Of immediate concern are branch libraries that have recently been awarded funds from the Gates Foundation to purchase and install six public access PCs and a public access printer; and, branch libraries that have significant problems with their existing electrical systems.

Branch Libraries scheduled for electrical system upgrades in the current fiscal year include:

1. North Beach
2. Richmond
3. Anza
4. Golden Gate
5. Potrero
6. Visitacion Valley.

Of this group, all but Anza will receive public access computers as part of a grant issued by the Gates Foundation.

Branch Libraries slated for electrical system upgrades in FY 2000-01 include:

1. Bayview
2. Eureka Valley
3. Bernal
4. Ortega
5. Parkside
6. West Portal.

Of this group, Bayview, Eureka Valley, and Bernal will also receive public access computers as part of the Gates Foundation grant.

INGLESIDE BRANCH LIBRARY

Furniture, Fixtures, & Equipment	
Telecomm (moving data circuits, installing T-1 lines. DTIS infrastructure, telephone system move, equipment upgrades)	$35,000
Intrusion alarm (exterior)	$8,000
Ugrade kitchen, plumbing, cabinets, counter, appliances	$6,000
Exterior and interior signage	$8,000
Moving and shelf installation	$16,000
Shelving	$10,000
Modify and move existing reference/circulation counter desk (OVI model)	$10,000
Modify door hardware	$2,000
New Public area tables and chairs	$20,000
Project management fees (DPW-BOE)	$30,000
TOTAL	$145,000

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A.
Vice President

Bonnie K. Chin
Steven A. Coulter
Carol Steiman
Dan A. Streets
Marian W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the special meeting of Monday, March 13, 2000

The San Francisco Public Library Commission held a special meeting on Monday, March13, 2000 in the Latino/Hispanic Room (L58A), Main Library.

The meeting was called to order at 2:04PM by President Ernie Llorente.

The following members were noted present: President Llorente and Commissioners Steiman, Streets and Swig.

Commissioners Chin, Coulter, and Higueras were noted excused attendance.

SUPPLEMENTAL APPROPRIATION

President Llorente outlined the issues concerning the specificity of the notice in the agenda of the regular Commission Meeting of March 8, 2000 which lead the Commission to call this special meeting to approve submission of a Supplemental Appropriation request to the Board of Supervisors for its approval. President Llorente emphasized that while this degree of specificity about the particular funds from which the Library Appropriation was requesting the supplemental was not generally necessary, it was employed in this case to clear up any confusion about the source of the funds resulting from the previous notice. Library Finance Director, Mr. George Nichols gave a brief presentation to the Commission recapitulating the more extensive presentation on the Supplemental Appropriation request he had given at the regular Commission meeting of March 8, 2000. The Library Finance Director noted that the Library Preservation Fund was the primary source of moneys to be expended on the requested projects. Mr. Nichols identified the specific sources of revenue as unanticipated increased revenues available to be used to fund library system and branch library improvements detailed in his report on the supplemental appropriation request.

Public comment: Mr. Ed Regan asked if the electrical upgrades noted in the appropriations request were related to computers, and suggested that a request for supplemental appropriations be made to fund additional public service hours. Mr. Regan also requested that furnishings purchased by this appropriation include "executive" chairs and tables sufficiently tall to permit patrons to read while standing. An anonymous member of the public commented that in the anonymous member of the public's view the defect in the previous agenda item related to the scope of the topic to be addressed rather than to the specificity of the description. The anonymous member of the public described the

Total number of members of the public who spoke anonymously at this meeting: 1

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker . Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Commission's discussion concerning the supplemental appropriation request at the previous meeting as "priceless" and suggested that the Commission's better interest would be served by the Commission expressing its "thanks" to the anonymous member of the public for calling a deficiency in the prior agenda description to their attention. Further, the anonymous member of the public commented that the Commission was beginning branch library improvements without information on the rest of what was being proposed. Mr. Peter Warfield complained about the adequacy of notice of this item, mentioning that the explanatory document was not available on the library website, noting no mention of the specific amount of money requested, expressed concern over the lack of detail in the item description for a supplemental appropriation request of this size, and specifically noted the lack of mention of the term "Prop. E" in describing the source of these funds. In addition, Mr. Warfield commented that the proposed improvements were for a long-term project which could impact the entire library system. Mr. Warfield pointed out that the agenda item did not mention that the supplemental appropriation request also included funds for purchase of books and funding for book deselecting. Mr. Warfield opposed approval of the supplemental appropriation request. He asked what would happen to the additional unbudgeted revenues available to the Library, but not included in this supplemental request, and if the additional computer resources available to the Library through the Gates Foundation Grant could be installed without expenditure of the funds available through this supplemental. Mr. John Coll, retired librarian, expressed happiness that funds would be made available for the replacement of books lost to the collection, noting the long-standing serious nature of this problem. Mr. Coll expressed concern that $34,000 was allocated to increased videotape collections, a lesser priority in his view, and that $15,000 was proposed to be spent to send discarded materials of limited utility in his view to other libraries. Mr. Coll also suggested that any consultant hired to review the Library's Collection Management Plan be focused on building and strengthening the book collections rather than simply address space concerns.

Mr. Nichols informed the Commissioners that the electrical upgrade funded by this supplemental appropriation would fund a major improvement in the day-to-day safe and efficient operation of branch libraries. President Llorente called attention to the importance of seizing the opportunity provided by the availability of these unanticipated new funds to address these many one time facilities and materials needs. Commissioner Steiman pointed out, and the Acting City Librarian confirmed, that funds in this request were in addition to a significant amount already budgeted to replace books and materials included in the Library budget.

MOTION: By Commissioner Steiman, seconded by Commissioner Streets that the Library submit the proposed supplemental appropriation to the Board of Supervisors requesting its approval.

ACTION: Aye 4-0 (Llorente, Steiman, Streets, and Swig)

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PUBLIC COMMENT: Mr. Ed Regan requested placing a discussion of additional hours on a future meeting agenda, and suggested that the resources provided by the Fuhrman Fund could provide funds for the purchase of books on politics and economics.

ADJOURNMENT

MOTION: that the meeting be adjourned was moved by Commissioner Streets, seconded by Commissioner Swig.

Public comment: none offered

ACTION: APPROVED Aye 4-0 (Llorente, Steiman, Streets, and Swig)

The Meeting was adjourned at 2:28PM

Michael Housh, Commission Secretary 3/20/00

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Draft Minutes of the Special Commission Meeting
of March 13, 2000

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Total number of members of the public who spoke anonymously at this meeting: 1

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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Public comment: Mr. Ed Regan asked if the electrical upgrades noted in the appropriations request were related to computers, and suggested that a request for supplemental appropriations be made to fund additional public service hours. Mr. Regan also requested that furnishings purchased by this appropriation include "executive" chairs and tables sufficiently tall to permit patrons to read while standing. An anonymous member of the public commented that in the anonymous member of the public's view the defect in the previous agenda item related to the scope of the topic to be addressed rather than to the specificity of the description. The anonymous member of the public described the

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MOTION: By Commissioner Steiman, seconded by Commissioner Streets that the Library submit the proposed supplemental appropriation to the Board of Supervisors requesting its approval.

ACTION: Aye 4-0 (Llorente, Steiman, Streets, and Swig)

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PUBLIC COMMENT: Mr. Ed Regan requested placing a discussion of additional hours on a future meeting agenda, and suggested that the resources provided by the Fuhrman Fund could provide funds for the purchase of books on politics and economics.

ADJOURNMENT

MOTION: that the meeting be adjourned was moved by Commissioner Streets, seconded by Commissioner Swig.

Public comment: none offered

ACTION: APPROVED Aye 4-0 (Llorente, Steiman, Streets, and Swig)

The Meeting was adjourned at 2:28PM

Michael Housh, Commission Secretary 3/20/00

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Minutes of the Special Commission Meeting
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Minutes of the Special Commission Meeting of March13, 2000

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, March 13, 2000

Item 1:
Supplemental Appropriation Request

"The Commission President makes reference to the specificity of the agenda item but it is the scope which was defective at the last meeting and is crucial here. An item can be general as long as it is clear. What is illegal is to announce an item and then act on something outside of the scope of the announcement.

The postponement of this item from the last meeting involved at least one commissioner recommending that the advice of the City Attorney be ignored. I submit that it is in the long-term best interest of the commission to hear about problems in a timely manner so that they can be dealt with quickly and conveniently.

Regarding the appropriation, this involves embarking on a program the full extent of which you have not considered. It is inherently unwise to consider the commencement of a program without considering the totality."

Appendix A

The number of members of the public who spoke anonymously at this meeting. 1
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Comments Made on Agenda Item 1, "Supplemental Appropriation Requests"

At the Special Meeting of the San Francisco Public Library

Monday, March 13, 2000

This request asks for approval to spend Prop. E funds for a "collection development" study and shipment of "deselected" books — in other words, getting rid of books. It also proposes spending for a major, multi-year project that will affect all 26 branches, enabling installation of computers and other devices, and costing $857,878.

The agenda, unfortunately, mentions neither the sum nor these purposes -- only "electrical improvements at branch libraries" (and then lists only six), and "FFE (furnishings/fixtures/equipment) for the Ingleside Branch."

Two questions: Could the recently-accepted Microsoft computers grant be used without these proposed electrical improvements? And what is to happen with the additional library income reported here but not requested to be spent?

(The Commission President responded that he believed this grant was necessary to install the Microsoft grant; the finance office head said the electrical improvements were necessary for the Microsoft grant and also other things.)

Peter Warfield

Public Comment Statement - this summary statement is provided by the speaker. Its contents are neither generated by, nor subject to approval or verification for accuracy by, the San Francisco Public Library Commission.

DOCUMENTS DEPT.

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SAN FRANCISCO
PUBLIC LIBRARY

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, April 4, 2000
TIME: 5:30 PM
PLACE: Koret Auditorium
Main Library, lower level

The meeting will be called to order

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A.
Vice President

Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Darian W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

AGENDA*: **

1. WESTERN ADDITION BRANCH LIBRARY MURAL — ACTION
Presentation of, discussion of, and possible action to approve a design concept for a mural on the exterior of the branch library.

2. INGLESIDE BRANCH-PROPOSED LEASE OF SPACE — ACTION
Presentation of, discussion of, and possible action to approve a lease agreement for the use of the former Bank of America building at 1649 Ocean Avenue as the new site for the Ingleside Branch, (currently located at 387 Ashton Avenue), and to recommend such lease agreement to the Board of Supervisors for approval.
Explanatory document: report on the proposed lease agreement

3. RESOLUTION COMMENDING COMMISSIONER LLORENTE — ACTION
Presentation of, discussion of, and possible action to approve a resolution honoring former Commissioner Ernest H. Llorente's exemplary leadership and service during his term in office as a member and President of the Library Commission.
Explanatory Document: draft resolution

4. CITY LIBRARIAN'S REPORT — DISCUSSION
by Deputy City Librarian Susan Hildreth
(This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of: a report on the Families for Literacy program, a discussion about JSTOR (electronic periodical access site), and information about the eBook program.

5. OCEAN VIEW CONSTRUCTION REPORT — DISCUSSION
by Mr. Edgar Lopez, Department of Public Works
A status report on, and discussion of, the construction of the new Ocean View Branch Library.
Explanatory document: construction progress report.

6. LIBRARY IMPROVEMENT FUND — DISCUSSION

Presentation on, and discussion of a report on the current status of the Library Improvement Fund.

Explanatory document: report on the Library Improvement Fund

7. FINES AND FEES — ACTION

Presentation on, discussion of, and possible action to approve a revised Library fines and fees schedule for recommendation to the Mayor for submission to the Board of Supervisors for approval and possible motion directing the Acting City Librarian, in consultation with the City Attorney, to draft and submit an ordinance for Board of Supervisors approval that would set fines and fees consistent with the approved revised fine and fee schedule.

Explanatory document: Proposed fine and fee schedule

8. EVENTS MANAGEMENT — DISCUSSION

Presentation, and discussion of, a report on events management at the Main Library.

Explanatory document: an Events Management Report

9. APPROVAL OF THE 3/8/00 MINUTES — ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of March 8, 2000.

Explanatory Document: draft minutes

10. APPROVAL OF THE 3/13/00 MINUTES — ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of March 13, 2000.

Explanatory Document: draft minutes

11. UNION REPORT — DISCUSSION

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

12. NEW BUSINESS — DISCUSSION

(This item is to allow Commissioners to introduce new agenda items for future consideration.)

13. PUBLIC COMMENT — DISCUSSION

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

14. ADJOURNMENT (requires motion and public comment) — ACTION

*Public comment will be taken before or during the Library Commission's consideration of each agenda item.

**Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.

3/28/00 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Rachel Arnstine O'Hara, Clerk, the Sunshine Ordinance Task Force, City Hall, Room 362 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or at 415/554-6171 ph. 415/554-6177 FAX and website at Rachel_ArnstineO'Hara@ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/12/00

PRECIS OF DRAFT OFFICE LEASE AGREEMENT BETWEEN THE CITY & COUNTY OF SAN FRANCISCO, AS TENANT, AND LAN FONG HUEY, AS LANDLORD, FOR THE LEASE OF 1649 OCEAN AVENUE, SAN FRANCISCO, CA

The draft is dated March 3, 2000.

Premises:	Entire building exclusive of mezzanine
Rentable area of premises:	Approximately 5,000 square feet
Term:	Estimated commencement date: Upon approval by the Mayor and Board of Supervisors and substantial completion of the leasehold improvement work
Expiration date:	10 years
Extension options:	Two additional terms of five years each, exercisable by City by notice to landlord, with rent at 95% of the prevailing market rate
Base rent:	Annual: $87,600 ($17.52/sq ft) Monthly: $7,300 ($1.46/sq ft)
Use:	Ingleside Branch Library
Utilities:	City will be responsible for separately metered utilities
Services:	City will be responsible for janitorial service
Leasehold improvements:	The landlord will be responsible for improvements to the base building and renovations required to comply with the Americans Disabilities Act of 1990 and Title 24 of the California Code of Regulations. These are estimated to be no more than $150,000. Leasehold improvements for City's use will not exceed $100,000. The landlord is responsible for securing and paying for permits and fees necessary for the completion of leasehold improvements. The City is responsible for installing telecommunications, data, and computer-cabling equipment.

Repairs	The landlord is responsible for repairing and maintaining the exterior and structural portions of the building, as well as roof, heating, ventilating, plumbing, electrical, fire/life/safety, security, and mechanical systems. The City is responsible for repairing and maintaining the interior portions of the building.

FINES & FEES REVISION – MARCH 2000

Attached is a listing of revisions to the Fines & Fees Schedule which was last revised in 1990. Changes and new fines and fees are shaded. The following list details the reasons for proposed changes.

FINE SCHEDULE

ADULT MATERIALS

Patrons are motivated to return materials with a reasonable and consistent fine and fee policy, a daily charge for materials held beyond their due date. The basic overdue fine remains $.10 per day, with a maximum fine of $5.00 for most items.

COMPACT DISCS

Since this format was not available in the Library in 1990, the present adopted schedule does not cover this medium. When the collection was initiated, the Library began charging fines for compact disks at a higher ($.50 per day and a maximum of $10) rate because of the limited number of titles available. The collection is now large enough to permit the standard fee of $.10 per day and a maximum of $5.

MAGAZINES

We are proposing that the maximum fine for a magazine move from the price of a single issue to $5 to support a consistent fine schedule.

PAPERBACKS (PB)

The maximum fine of $.50 for uncataloged paperbacks does not motivate return of these items. A $2.00 fee is considered more logical to prompt the return of overdue items.

JUVENILE MATERIALS

In the previous circulation system, CLSI, fines were charged according to type of material (Juvenile, Adult). In the current DRA system, fines are charged according to status of patron (Children, Teen, Adult, Senior, Homebound, etc.). The Library's current policy is to charge no fines on any type of material that is borrowed by children or youth (except videotapes - see below), with reduced fines for senior citizens. Therefore, fines are charged by status of patron, not status of material. These status categories are defined as children, birth – 12, teens, 13 – 17, seniors, over 65.

SPECIAL MATERIALS

ART PRINTS

The library no longer offers the service of circulating framed art prints. This service was dropped when the library moved into the New Main.

VIDEOTAPES

We recommend keeping the daily fine at $1 and reducing the maximum fine to $5. Although the Library's collection of videotapes has grown tremendously, this is a heavily used collection and needs to be available for use by as many people as possible. Staff feel that the $1 daily fine, unlike the standard $.10 daily fine for other materials, will encourage prompt return of videos; and that the $5 maximum fine, being reduced from the current $10 maximum fine and becoming consistent with other maximum fines, will also induce greater return of overdue videos. Now, with the $10 maximum fine, people with late videos often keep them, do not clear their library account and forego their library privileges.

Teens, like children, do not pay fines or fees on any overdue materials except videotapes currently. The proposal recommends that teens no longer pay fines or fees on videos, thereby making consistent the fine-free status of teens.

BOOKLETS/SUPPLEMENTARY MATERIALS

Originally restricted to print materials that were included with videotapes (for example, libretti with opera videotapes), supplementary materials now range from liner notes to throw-away ads. We recommend no charges for all supplementary materials. They are extremely varied and generally not too valuable.

SHEET MUSIC

Once handled by the Art and Music Department, these materials are now cataloged and handled as regular circulation materials. Their overdue fines should be consistent with the majority of other circulated library materials.

ORCHESTRAL/MUSIC SETS (Not listed on 1990 schedule)

These special multi-part materials are unique and are handled by the Art/Music staff. The costs of these materials are determined by the work being performed and the number of parts in the set. The Art/Music staff recommends that the fines remain as is: $.25 per day and a maximum of $10 as these are unique materials.

VERTICAL FILE MATERIALS

There is no change suggested for current schedule of charges. These materials were not previously listed on the schedule adopted by the Commission.

LIBRARY CARD REPLACEMENT

Technology has created the need to reduce the fee for replacing library cards from $2.00 to $1.00. Two years ago the Library began using debit cards that could also function as library cards and value-added copier cards. The purchase of an unregistered debit card with $1.00 copy value costs $1.00 from the vendor. To replace a lost library card, with no copy value, now costs $2.00. We expect no additional loss of revenue since patrons already register a $1.00 debit card as a library card rather than purchase a $2.00 replacement library card. There is no change recommended for Children's or Teen card replacement, which is $.50

REPLACEMENT OF LOST MATERIALS

When materials are lost or not returned, library staff check several resources to establish the current replacement cost. When current prices cannot be verified, staff uses "generic" prices that are established annually by a survey of publishing costs. We recommend the following policy be adopted for determining replacement costs:

BOOKS IN PRINT

This source is no longer the most reliable for prices of materials. See the sources recommended below.

ONLINE PUBLIC ACCESS CATALOG (OPAC)

If the materials are less than three years old, use the price cited in the Library's on-line catalog.

BIBLIOGRAPHIC DATABASE

If the materials are more than three years old, verify the price in Amazon.com or a comparable, up-to-date bibliographic database (e.g. Books In Print - BIP). Note: The information in Amazon.com is more up-to-date, more reliable and covers more media than BIP.

BOOKS "Out-of-Print"

If no current price can be located for standard materials, staff may use the "Generic Price". Bowker Annual provides the average cost of hardbacks, mass and trade paperbacks. The generic price should be revised annually to reflect the current cost of materials. The listing in the chart under "Generic Pricing" provides the recommended generic costs for the most common library materials for 2000. The current generic prices reflect standards used in 1990. For example, the adult non-fiction "generic price" in 1990 was $25; we now recommend $35.

OTHER MATERIALS

A new category under "Paperbacks" is the Paperback/Hardback International Generic Record. This is a method that we are using to quickly and easily process materials in other languages; and the value of these materials varies quite a bit, as noted by the price varying from $5 - $15 to be determined by library staff.

Categories not included in the 1990 schedule but listed in the 2000 proposed schedule include audio books, compact discs, language sets and vertical/picture file materials.

PROCESSING FEES

Processing fees are those charges levied for the technical processing of replacement books into the collection. These processes include cataloging, labeling, applying plastic jackets, strengthening spines, and other processes to help preserve, identify, and find materials. The processing fee for cataloged materials remains at $5. Since uncataloged materials have minimal processing (primarily stamping and labeling) and no cataloging, we recommend that the $2 processing fee for these materials be dropped.

LOST/DAMAGED

For better customer service, we recommend that minor damage to date due slips, mylar covers, and plastic sleeves be dropped and assumed as a regular library operating expense. Cost of replacement of audiocassette and videocassette cases reflect actual material costs.

SERVICE FEES

VISITOR'S CARDS

These cards were $20, with $10 of this fee a refundable deposit. We are currently charging $25 for three months, with no refundable deposit; and we recommend that these charges continue.

RESTRICTED CARDS

Begun as "Homeless" cards, these "temporary" cards are valid for three months, can be obtained with minimal identification and are renewable. Patrons with "restricted" cards may borrow one item and cannot borrow additional items until the first is returned.

RESERVES

Reserve post cards are listed on the 1990 schedule as $.25, but have been charged at $.50 for several years to make the fee match that of Interlibrary Loan requests as well as to address the true cost of processing reserves. We have just implemented patron-placed reserves and this should both increase the volume and lessen the workload for staff. We

also recommend that senior citizens, as children and youth, do not pay a fee for reserves. We do not anticipate this will impact revenue because the volume of reserves is increasing.

UNREWOUND VIDEOTAPES

The staff time involved in tracking this fee and rewinding tape and the cost of repair and replacement of rewind equipment needed to perform the task is not practical or cost effective. We recommend dropping this fee.

RETURNED CHECK FEE

The returned $10.00 check fee is now set by the District Attorney's Bad Check Enforcement Program, not the Library.

RECOVERY PROGRAM

The new collection/recovery program will pay for itself by charging a $10.00 "recovery" surcharge on each borrower that has over $50.00 worth of materials that are more than 45 days overdue. This charge will cover the per account cost charged to the library by the third party collection agency on contract with the Library. This is a standard practice of many public libraries that have a collection/recovery program.

DOCUMENT DELIVERY

INTER-LIBRARY LOAN (ILL) PHOTOCOPY

We recommend an increase of the per-page copying from $.15 to $.25, waiving the $5.00 handling fee. This fee structure is more appropriate and easier to manage.

RESEARCH SERVICE

Expedited document delivery and fee-based reference services provided by Library Express have been suspended. We recommend dropping the Library Commission fee policy of September 5, 1995 since the service is no longer provided.

MISCELLANEOUS PHOTOCOPY FEES

These are specialized fees and were not listed on the 1990 schedule, but the proposed schedule represents what is being currently charged.

REVISION OF LIBRARY FINES & FEES

March 2000

Shaded areas: Changes recommended & new categories

		Current		Proposed	
		Per Day	Maximum	Per Day	Maximum
FINE SCHEDULE By Material Type	ADULT MATERIALS				
	Compact Discs	$ 0.50	$ 10.00	$ 0.10	$ 5.00
	Magazines	$ 0.10	Cost of single issue	$ 0.10	$ 5.00
	PB (uncataloged)	$ 0.10	$ 0.50	$ 0.10	$ 2.00
	JUVENILE MATERIALS	No fines		depends on age of borrower	
	SPECIAL MATERIALS				
	Art Prints	$1.00	$ 10.00	drop	
	Videotapes (adult/seniors)	$ 1.00	$ 10.00	$ 1.00	$ 5.00
	Videotapes (0-17 years)	$ 1.00	$ 10.00	No fines	No fines
	Suppl. Materials/booklets	$ 0.25	$ 3.00	drop	
	Sheet Music	see Art/Music Dept		$ 0.10	$ 5.00
	Orchestral/Music Sets	$ 0.25	$ 10.00	$ 0.25	$10.00
	Vertical File Materials	$ 0.10	$ 5.00	$ 0.10	$ 5.00
LIB. CARDS REPLACEMENT	Lost Card: Adult/Seniors	$ 2.00		$ 1.00	

	Generic Pricing	Per Item	Maximum	Per Item	Maximum
REPLACEMENT OF LOST MATERIALS	**Books "Out of Print"**				
	HB:Adult/Teen NF	$25 & PF	$ 30.00	$35+ PF	$ 40.00
	HB: Adult/Teen F	$18 & PF	$ 23.00	$25+ PF	$ 30.00
To determine replacement costs:	HB: Juv NF	$12 & PF	$ 17.00	$20 + PF	$ 25.00
	HB: Juv F	$12 & PF	$ 18.00	$15 + PF	$ 20.00
	PB: Cataloged				
Check price in:	Adult/Teen NF		$ 15.00	$20 + PF	$ 25.00
1st: OPAC	Adult/Teen: F		$ 5.00	$10 + PF	$ 15.00
(if past three yrs)	Juvenile NF		$ 10.00	$10 + PF	$ 15.00
	Juvenile F		$ 5.00	$5 +PF	$ 10.00
2nd: Amazon.Com (in & out of print)	**Other Materials**				
	PB/HB: International Generic Record	price varies: $5 - $10		price varies: $5 - $15	
3rd: Generic Cost see Bowker Annual	Periodicals/Magazines		$ 3.00		$ 5.00
	Phonorecord	9 + PF		15 + PF	$ 20.00
	Audiocassettes	$11/tape	cost of set + PF	$10/tape	cost of set + PF
	Videos	varies		$15 & PF	$ 20.00
	Supplementary Materials: incl. Booklets, libretti, maps, CDs, etc.	$3 or set by Art/Music		$3/item	
	Art Prints	$ 25.00		drop	
	Audio Books	$5/tape	cost of set+ PF	$5/tape	cost of set + PF
	Compact Discs (CDs)	varies		$15 & PF	$ 20.00
	Language Sets	$10/item		$10/item	cost of set + PF
	Vertical/Picture File	$2/item		$5/item	
PROCESSING FEES (PF)	PF: Processing fee: uncataloged mtrls.	$2.00		drop	

LOST/DAMAGED		ITEM		ITEM	
	Barcode & flyleaf	no policy		$ 1.00	
	CD Jewel Case (lost)	no policy		$ 1.00	
	Crayoning on a single page	$ 0.25		drop	
	Date Due Slip	$ 0.10		drop	
	Mylar book cover	$ 0.25		drop	
	Plastic PD sleeve	$ 1.00		drop	
	Videocassette case (lost)	$ 3.00		$ 2.00	
SERVICE FEES					
	BORROWERS CARDS				
	Visitor's Card (non-CA)	$ 20.00	($10 refundable)	$ 25.00	Non-refundable 3 mos. duration
	Restricted (no proof of residency)	none		Free	
	Reserves	$ 0.25		$ 0.50	
	Unrewound Videotapes	$ 0.50		drop	
	Returned Check Fee	$ 10.00		city charge	
	Recovery of Delinquency	n/a		$10/acct	
DOCUMENT DELIVERY	ILL: Photocopy	.15/pg	$5.00 handling	.25/pg	drop
	Research Service				
	Photocopy (over 10 pgs)	$ 0.25		$ 0.25	
	Research Service	$ 60/hr		drop	
	Copy service	$ 20/hr		drop	
	Fax service	$ 20/hr		drop	
	Doc Deliv.	$ 10/item		drop	
	S.F. Hist. photocopy	$1/photo		$1/photo	
	Photo reprod (outside lib)	$15. +		$15. +	

REVISION OF LIBRARY FINES & FEES:

Shaded areas: Changes recommended & new categories

Feb-00	
	Version 1

1990 Schedule	Category	Material	Current Per Day	Current Maximum	Proposed Per Day	Proposed Maximum
A	FINE	**ADULT MATERIALS**				
1. A	SCHEDULE	Books	$ 0.10	$ 5.00	$ 0.10	$ 5.00
b	by Material	Phonorecords	$ 0.10	$ 5.00	$ 0.10	$ 5.00
c		Audio Cassettes	$ 0.10	$ 5.00	$ 0.10	$ 5.00
d		Books on Tape	$ 0.10	$ 5.00	$ 0.10	$ 5.00
		Compact Discs	$ 0.50	$ 10.00	$ 0.10	$ 5.00
e		Magazines	$ 0.10	Cost of single issue	$ 0.10	$ 5.00
f		Paperbacks (Cataloged)	$ 0.10	$ 5.00	$ 0.10	$ 5.00
		PB (uncataloged)	$ 0.10	$ 0.50	$ 0.10	$ 2.00
2		**JUVENILE MATERIALS**	No fines		depends on age of borrower	
3		**SPECIAL MATERIALS**				
a		Art Prints	$1.00	$ 10.00	drop	
b		Videotapes (adult/seniors))	$ 1.00	$ 10.00	$ 1.00	$ 5.00
		Videotapes (0-17 year old	$ 1.00	$ 10.00	No fines	No fines
		Suppl. Materials/booklets	$ 0.25	$ 3.00	drop	
c		Sheet Music	see Art/Music Dept		$ 0.10	$ 5.00
		Orchestral/Music Sets	$ 0.25	$ 10.00	$ 0.25	$10.00
		Vertical File Materials	$ 0.10	$ 5.00	$ 0.10	$ 5.00
	by Patron type	Fines: Adults (18-64): General Materials	$ 0.10	$ 5.00	$ 0.10	$ 5.00
4		**SENIOR CITIZEN DISCOUNT**				
a		Fines: Seniors (over 65)	$ 0.05	$ 5.00	$ 0.05	$ 5.00
		CHILDREN & YOUTH				
		Fines: Teens (13-17 yrs)	No fines	No fines	No fines	No fines
		Fines: Children	No fines	No fines	No fines	No fines
B. 1	LIB. CARDS	Lost Card: Adult/Seniors	$ 2.00		$ 1.00	
2	REPLACEMENT	Lost Card: Youth	$ 0.50		$ 0.50	

C.		Generic Pricing	Per Item	Maximum	Per Item	Maximum
2	REPLACEMENT OF LOST MATERIALS	**Books "Out of Print"**				
		HB:Adult/Teen NF	$25 & PF	$ 30.00	$35+ PF	$ 40.00
		HB: Adult/Teen F	$18 & PF	$ 23.00	$25+ PF	$ 30.00
	To determine replacement costs:	HB: Juv NF	$12 & PF	$ 17.00	$20 + PF	$ 25.00
		HB: Juv F	$12 & PF	$ 18.00	$15 + PF	$ 20.00
		PB: Cataloged				
	Check price in:	Adult/Teen NF		$ 15.00	$20 + PF	$ 25.00
	1st: OPAC	Adult/Teen: F		$ 5.00	$10 + PF	$ 15.00
	(if past three yrs)	Juvenile NF		$ 10.00	$10 + PF	$ 15.00
		Juvenile F		$ 5.00	$5 +PF	$ 10.00
3	2nd: Amazon.Com (in & out of print)	**Other Materials**				
		PB: Uncataloged	$ 5.00		$ 5.00	
		PB/HB: International Generic Record	price varies: $5 - $10		price varies: $5 - $15	
	3rd: Generic Cost see Bowker Annual	Periodicals/Magazines		$ 3.00		$ 5.00
		Phonorecord	9 + PF		15 + PF	$ 20.00
		Audiocassettes	$11/tape	cost of set +PF	$10/tape	cost of set + PF
		Videos	varies		$15 & PF*	$ 20.00

		Supplementary Materials: incl. Booklets, libretti, maps, CDs, etc.	$3 or set by Art/Music		$3/item	
		Sheet Music/Scores	set by Art/Music		set by Art/Music	
		Sheet Music/Uncat	set by Art/Music		set by Art/Music	
		Art Prints	$ 25.00		drop	
		Audio Books	$5/tape	cost of set+ PF	$5/tape	cost of set + PF
		Compact Discs (CDs)	varies		$15 & PF*	$20
		Language Sets	$10/item		$10/item	cost of set + PF
		Vertical/Picture File	$2/item		$5/item	
4	PROCESSING FEES (PF)	PF: Processing fee: cataloged matrls.	$5.00		$5.00	
		PF: Processing fee: uncataloged mtrls.	$2.00		drop	

D.	LOST/DAMAGED		ITEM		ITEM	
		Audiocassette case (lost)	$ 1.00		$ 1.00	
		Barcode label	$ 0.25		$ 0.25	
		Barcode & flyleaf	no policy		$ 1.00	
		CD Jewel Case (lost)	no policy		$ 1.00	
		Crayoning on a single pag	$ 0.25		drop	
		Date Due Slip	$ 0.10		drop	
		Mylar book cover	$ 0.25		drop	
		Plastic PD sleeve	$ 1.00		drop	
		Videocassette case (lost)	$ 3.00		$ 2.00	
E.	SERVICE FEES					
1		BORROWERS CARDS				
a.		SF & California Residents	Free		Free	
b.		Visitor's Card (non-Ca)	$ 20.00	($10 refundable)	$ 25.00	Non-refundable 3 mos. duration
c.		Firm (business) card	Free		Free	
		Restricted (no proof of residency)	none		Free	
2		Reserves	$ 0.25		$ 0.50	
		ILL: other libraries	$ 0.50		$ 0.50	
3		Unrewound Videotapes	$ 0.50		drop	
4		Returned Check Fee	$ 10.00		city charge	
		Recovery of Delinquency	none		$10/acct	
	DOCUMENT DELIVERY	ILL: Photocopy	.15/pg	$5.00 handling	.25/pg	drop
		(max: 50 pages/day		$5.00 rush		$5.00 rush
		Research Service				
		Photocopy (over 10 pgs)	$ 0.25		$ 0.25	
		Research Service	$ 60/hr		drop	
		Copy service	$ 20/hr		drop	
		Fax service	$ 20/hr		drop	
		Doc Deliv.	$ 10/item		drop	
		S.F. Hist: photocopy	$1/photo		$1/photo	
		Photo reprod (outside lib)	$15. +		$15. +	

SCHEDULE OF FINES, FEES AND CHARGES

A. FINE SCHEDULE

		Fine Per Day	Maximum Fine
1.	Adult Materials (except those borrowed by Senior citizens)		
a.	Books	.10	$5.00
b.	Phonorecords	.10	$5.00
c.	Audio Cassettes	.10	$5.00
d.	Books-on-Tape	.10	$5.00
e.	Magazines	.10	Up to the price of single issue
f.	Paperbacks		
	uncataloged	.10	$0.50
	cataloged	.10	$5.00
2.	Juvenile Materials	No charge	
3.	Special Materials		
a.	Art Prints	$1.00	$10.00
b.	Videotapes	$1.00	$10.00
	booklets	.25	$ 3.00
c.	Sheet Music	.10	$ 5.00
4.	Senior Citizen Fine Discount (over age 65)		
a.	Adult Materials	.05	$ 5.00

Discount does not apply to special materials

B. REPLACEMENT CHARGES FOR LOST LIBRARY CARDS

a.	Adult	$2.00
b.	Children	$ .50

C. REPLACEMENT CHARGES FOR LOST MATERIALS

1. Books "In-Print"

   All unreturned books are priced at the current retail replacement cost as listed in the latest edition of Books in Print.

2. Books "Out-of-Print" (Bowker Annual, 1989-1990)

Adult non-fiction	$25.00
Adult fiction	$18.00
Juvenile	$12.00
Paperbacks (including those in pamphlet binders)	
Cataloged	$15.00
Uncataloged	$ 5.00
Pamphlets	$ 2.00

3. Other Materials

Periodicals	$ 3.00
Phonorecords (per disc)	$ 9.00
Audiocassettes (per tape)	$11.00
Videotapes (Obtain price from Video Services, Circulating Library)	
Lost booklets and libretti from A/V materials (Obtain price from Art/Music Dept.)	
Sheet Music (Obtain price from Art/Music Dept.)	
Musical Scores (Obtain price from Art/Music Dept.)	

4. Processing surcharge

All Cataloged Materials	$ 5.00
All Uncataloged Materials (paperbacks,periodicals, other ephemeral items)	$ 2.00

D. DAMAGE CHARGES

1. Standard damage charges:

Lost date due slip	.10
Missing or damaged	
barcode label	.25
mylar book cover	.25
plastic PD sleeve	$1.00
audiocassette case	$1.00
videocassette case	$3.00
Crayoning on a single page	.25

2. Assessment of charges for other types of damage is referred to the librarian in charge of the collection.

E. SERVICE FEES

1. Borrowers' Cards

a. San Francisco and California residents	Free
b. Visitor's Card (non-CA resident)	
Deposit (refundable)	$10.00
Service Charge (non-refundable)	$10.00
c. Firm Card	Free

2. Reservations on Materials

Reserve Postcard Fee (per item)	.25

3. Videotapes

Unrewound Videotape Fee (each)	.50

4. Payments

Returned Check Fee (each)	$10.00

[RESOLUTION #2028 AS AMENDED AT AUGUST 1, 1995 SAN FRANCISCO PUBLIC LIBRARY COMMISSION MEETING AND CORRECTED ON SEPTEMBER 5, 1995]

WHEREAS, THE SAN FRANCISCO PUBLIC LIBRARY IS RECEIVING AN INCREASED LEVEL FOR INFORMATION, REFERENCE, AND RESEARCH SERVICES FROM INDIVIDUALS AND CORPORATIONS THAT ARE NOT RESIDENTS OF CALIFORNIA, AND THUS PROVIDE NO PUBLIC FUNDS TO SUPPORT LIBRARY SERVICES IN SAN FRANCISCO; AND,

WHEREAS, The individuals and corporations are increasingly requesting that information and materials from the San Francisco Public Library be delivered to their residence or business by electronic means which involve additional cost to the library for such services, and

WHEREAS, That much of the material requested electronically is copyrighted and thus it is incumbent on the SFPL to pay fees for copying or facsimile transmission in order to comply with the copyright laws of the Federal Government; and

WHEREAS, The individuals and corporations are increasingly requesting that library staff research, assemble, and deliver information documents and products beyond the normal level of information and reference services presently available at SFPL; now, therefore, be it

RESOLVED, That the San Francisco Public Library shall establish a pilot program charging fees for these services which are beyond the basic library services as defined by the State of California; and be it

FURTHER RESOLVED, That pursuant to section 10.117-3 of the SAN FRANCISCO ADMINISTRATIVE CODE, the San Francisco Public Library Commission adopts the following cost recovery schedule for InfoExpress, the Library's expedited information service:

For Research Services:
$60.00 per hour ($15.00 minimum)

For Document Delivery:
Copy Service:
$20.00/hour labor
$10.00 per item minimum (up to 10 pages)
$ .25 per page (over 10 pages)

For FAX Service:
$20.00/hour labor

$10.00 per item minimum (up to 5 pages)
$ .25 per page (over 5 pages)

For Mail Service:
$1.50 lst class minimum
Overnight/Express mail at cost

For Courier and other delivery:
At cost

For Direct Service Costs:
Online database search time fees will be billed at cost.
World-wide telephone charges will be billed at cost.

For Tax-Subsidized Municipal Reference:
Municipal Reference questions will be subsidized as follows:
Up to one hour of research time ($60.00 maximum)
Up to one hundred pages of photocopying ($25.00 maximum)
Up to twenty-five pages of faxing ($8.50 maximum)
Mail/Courier (no charge)
Telephone/Database Search time (up to $60.00 maximum),
and be it

FURTHER RESOLVED, That revenue from expedited reference will be deposited and expended in accordance with Administrative Code, Section 10.117-13. All fees shall be deposited in the Special Collections and Services Funds and expended solely for costs related to providing information resources, and other costs related to providing information services now; and be it

FURTHER RESOLVED, That after six months of operation of this pilot program the costs and revenues for the program will be reviewed to assess the ability of the project to recover full costs, the appropriateness of charging at a higher level to non-residents of California, and whether the project should be modified, cease to operate, or continue as implemented.

FURTHER RESOLVED, That the City Librarian will provide at each regular Commission meeting a report on the de facto free and equal access to information, revenues and costs of the program.

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO
PUBLIC LIBRARY

illie L. Brown, Jr.
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nest H. Llorente
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arles A. Higueras, A.I.A.
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nnie K. Chin
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, April 4, 2000

The San Francisco Public Library Commission held a regular meeting on Tuesday, April 4, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:37PM by Acting President Charles A. Higueras, A.I.A.

The following members were noted present: Acting President Higueras and Commissioners Steiman, Streets and Swig.

Commissioner Chin joined the meeting at 5:38PM.

Commissioner Coulter was noted excused attendance.

WESTERN ADDITION BRANCH LIBRARY MURAL

Acting City Librarian Susan Hildreth invited the Benjamin Franklin Middle School students to present a proposed design for the mural addressing the issue of Tolerance planned for a side wall of the Western Addition Branch Library. Several Benjamin Franklin Middle School Peer Resources Class students, Maria De La Paz, Kimmy Claysic Flores Go, Brenda Cervantes, and Kendra Brown spoke about aspects of the sketches of proposed mural's design and their use of symbolism to convey a message of the importance of Tolerance. Proposed "paint in" days were announced. In response to questions by President Higueras, the students' teacher and an advisor on the project, Melissa McStay, and Olga Yulikova further discussed details of the proposal and outlined the remaining steps in carrying out the project, including gaining the approval of the Arts Commission, and reported a revised timeline for completing the project.

Public comment: none offered

Responding to a question by President Higueras, the size and location of the proposed mural was described. The Acting City Librarian noted that library staff were actively involved in working with the students on this project. In response to questions by Commissioners Chin and Steiman, the students read the quotations by Maya Angelou, Gandhi, and an anonymous student, and described various sources of influence on the design. In answer to a query by Commissioner Streets, Ms. MsStay described the on-going cooperation and communication the Arts Commission. Commissioner Streets emphasized

The number of members of the public who spoke anonymously at this meeting. 1

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that the Library Commission's approval of the mural would be contingent upon the Arts Commission approving the proposed design.

MOTION: by Commissioner Steiman, seconded by Commissioner Streets that the Library Commission approve in concept the proposed design of the mural to be located at the Western Addition branch Library.

ACTION: AYE 5-0 (Chin, Higueras, Steiman, Streets, and Swig)

INGLESIDE BRANCH LIBRARY LEASE PROPOSAL

Ms. Claudine Venegus, Department of Real Estate discussed details of a proposed 10 year lease agreement for the library's use of the former Bank of America Building at 1649 Ocean Avenue as the location for the Ingleside Branch Library. Ms. Venegas described in great detail the responsibilities of both the Library and the property owner under the proposed lease, including details of options to extend the lease. In response to questions by President Higueras, Ms Venegus clarified that the property owner would retain use of a separate storage area in the building and that the Library would be the sole tenant.

Public comment: Ms. Lurilla Harris inquired regarding the cross street of the location (Faxon Street) and regarding any differences in the availability of parking between the current Ashton Street location and the proposed new Ingleside Branch site. Mr. Peter Warfield called attention to the question of whether the Library should purchase branch library locations or rent, expressed concern with impact of extensive streetcar construction activities believed to be pending on Ocean Avenue on library service, and wondered if any alternate locations had been considered.

Commissioner Steiman noted that other sites in the area had been considered, that in her estimation the parking situation was better at the proposed location than where the branch is now located, and that the new facility was larger and located on the streetcar line. Library Maintenance and Operations Director Rich Walsh confirmed President Higueras' observation that the streetcar improvements along that segment of Ocean Avenue were completed. He further noted that the installation of angled parking had significantly improved the amount of on street parking available. Mr. Walsh suggested that the proposed Ocean Avenue location was much more visible and easy to locate than the current Ashton Street site. In answer to a question by Commissioner Streets, Ms. Venegus suggested that consideration could be given to adding a lease purchase option to the agreement. Commissioner Steiman observed that it was her preference that the Library make every effort to purchase rather than rent branch library facilities. The Acting City Librarian suggested that this facility might not be the location the Library would choose if it were considering purchasing a building for the branch library, but that this location was an ideal way to improve branch services at a reasonable cost for the time being.

MOTION: by Commissioner Steiman, seconded by Commissioner Swig recommending Board of Supervisors approval of the proposed lease agreement for the Ingleside branch Library.

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ACTION: APPROVED Aye 5-0 (Chin, Higueras, Steiman, Streets, and Swig)

RESOLUTION COMMENDING COMMISSIONER LLORENTE
President Higueras read a proposed resolution honoring former Library Commissioner and President Ernest H. Llorente for his service and leadership while serving on the San Francisco Public Library Commission.

Public comment; Mr. Ed Regan expressed his 100% agreement with the proposed resolution. An anonymous member of the public observed that it was unfortunate that the Commission had placed this resolution on its agenda but not item to elect a successor to President Llorente. The anonymous member of the public further commented that such a resolution was in the anonymous member of the public's experience unprecedented. The anonymous member of the public discussed an anecdote suggesting that the Commission was adopting this commendatory resolution not granted to any of President Llorente's predecessors as a polite way to express unwarranted praise, and expressed a hope that his successor would not follow the example set during his tenure. Mr. Peter Warfield noted an apparent increase in the healthful appearance of former Commissioner Llorente since leaving the Commission speculating as to its source and expressed support for the adoption of the resolution.

MOTION: Commissioner Chin, seconded by Commissioner Streets approving the Resolution honoring former Library Commissioner Ernest H. Llorente.

ACTION: APPROVED Aye 5-0 (Chin, Higueras, Steiman, Streets, and Swig)

Acting President Higueras presented Commissioner Llorente with a framed copy of the Resolution. Former Commission President Llorente spoke fondly of his four years of service on the Commission and promised to continue to maintain an active interest in the future success of the San Francisco Public Library.

THE CITY LIBRARIAN'S REPORT
Acting City Librarian Susan Hildreth expressed her appreciation for President Llorente's hard work and leadership on behalf of the library. Ms Hildreth described a new Library project funded under Prop. 10 (the Tobacco Tax Initiative) to promote family literacy through a $45,000 grant applied for to fund a Families for Literacy Program. In addition, Ms. Hildreth reported that Prop. 10 funds could be available for regional library literacy programs and mobile literacy labs. The Acting City Librarian called the Commission's attention to the library's participating in the JSTOR program, making important scholarly and professional journals and periodicals available in an electronic formation. She noted that the San Francisco Public Library was currently to only public library system taking advantage of this opportunity. Ms. Hildreth discussed the availability of a six month free trial of an initial collection of electronic materials available through Net Library. Ms. Hildreth also noted submission of a request to the state library for federal funding to support a regional trial for making electronic books available.

Public Comment: An anonymous member of the public expressed nervousness that the

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Library Administration proposed to move forward with electronic books noting that there was no shortage of businesses offers in exchange for advertising opportunities. The anonymous member of the public suggested that the Commission should assert its prerogative to discuss the issues involved and make a policy decision on this matter. Mr. Peter Warfield recommended that the Library Commission carefully consider and discuss the implications of moving to electronic books, and expressed concern at the apparent loss of control of materials selection by agreeing to accept an outside commercial agency's choices regarding specific titles to be made available in this format thereby in part determining the direction of the library's collection.

Library Chief of Information Management and Resources Roberto Esteves informed Commissioner Steiman that ebooks could be available through a number of points of access including from home. Mr. Esteves noted that this was an experimental project. Mr. Esteves confirmed that no additional staff would be required by this project, that the materials were selected by a Collection Development Manager of the Chicago Public Library, and included a large number of useful titles. Commissioner Steiman expressed her happiness with the Library's participation in JSTORE. Mr. Esteves noted that the full text search feature included in JSTORE would make accessible information included in currently un-indexed periodicals in the Library's collection that are not accessible now. In answer to a questions by Acting President Higueras and Commissioner Steiman, Mr. Esteves discussed measurement of the success of these projects and concerning the ability of patrons to copy information included in an ebook. In response to a question regarding possible need for increased electronic equipment to make ebooks available, Mr. Esteves described the multiple existing means to access these materials. President Higueras entertained a question by Ms. Lurilla Harris, a member of the public, regarding the Library's options after the six month free trial, and concerning limitations on copying material from ebooks. Ms. Hildreth explained that it was the Library's option to continue or drop the program after six months, and that "fair use" policies allowed free coping of limited amounts of material from an electronic book.

OCEAN VIEW CONSTRUCTION REPORT

Mr. Edgar Lopez, Department of Public Works began his regular monthly construction update with several slide photographs and discussed the work shown in each view of the building. Mr. Lopez reported the building 95% complete.

Public comment. Mr. Ed Regan confirmed that there would not be a full basement in the new Ocean View Branch Library nor off street parking and recommended that future branches include both.

In response to a question by Commissioner Steiman, the Acting City Librarian reported that the opening date was not yet set. He informed the Commissioners that there likely would be another change order on this project of approximately $6,000 still in negotiation with the contractor. In answer to a suggestion by Acting President Higueras, Ms. Hildreth agreed that staff would look into additional enhancement s that could be added to the new building in

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the final phase of the construction project using the remaining $40,000 to $50,000 balances in the construction account. The possible location for community meetings in the building was identified as the Muli-purpose Room on the second level by Mr. Lopez in response to a question by Commissioner Chin

LIBRARY IMPROVEMENT FUND REPORT

Library Finance Director George Nichols presented a status report and overview (copy attached) of the funds included in the Library Improvement Fund. Mr. Nichols described in detail the revenue sources of the Fund, discussed the available Fund balances, identified obligations against the Fund, and reported an available balance of $3.980 million for Post Occupancy Evaluation Report recommended projects at the Main Library. In answer to a question by President Higueras, Mr. Nichols reported $1.511,543 as being derived from the settlement of a lawsuit against the buildings architects and builders. Mr. Nichols further reported that the City Attorney's costs related to the settlement had been paid.

Public comment: An anonymous member of the public suggested that Mr. Nichols failed to properly describe an overview of revenue information mentioned in his report, suggesting that the Commissioners might have received documents containing that data not provided to members of the public. The anonymous member of the public also expressed alarm that foundation grants might have been co-mingled with city funds.

Mr. Nichols clarified that there was a separate accounting of each of the various revenue sources included in the Library Improvement Fund and that no funds were co-mingled. He proposed to provide the Commissioners with a more detailed break out of these funds, including a report on any accrued interest in response to requests by President Higueras and Commissioner Streets.

REVISED FINE AND FEE SCHEDULE

Acting City Librarian Susan Hildreth outlined various aspects of a proposed revision of the Library's Fine and Fee Schedule. Ms. Hildreth pointed out that the last time that the Commission had formally revised the Fine and Fee Schedule was in 1990 and that during the past decade various changes, including the revision of the City Charter, had occurred which required that the schedule be changed. The Acting City Librarian discussed the specific details of the proposed revisions to be recommended for approval by the Board of Supervisors, noting especially a policy of no fines for children and reduced fines for seniors. Ms. Hildreth explained the rationale behind the reductions in maximum fines for some materials such as videos, charges for library card replacement, and the charges related to lost materials. Changes in charges for services such as reserves, and imposition of a $10 fee to fund the library's materials recovery program were described. The Acting City Librarian explained how the collection agency services element of the materials recovery program would work.

Public comment: An anonymous member of the public noted that the proposed schedule

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contained a lot of information and pointed out that the proposed motion allowed the City Librarian to draft an ordinance for submission to the Board of Supervisors addressing this matter suggesting that perhaps the Commission wished to remain unaware of the details of specific proposals described in generalities in the report. The anonymous member of the public discussed the role played by longtime San Francisco Public Library Chief Children's Librarian Effie Lee Morris in eliminating fines for children's material in order to prevent fines from becoming a barrier to children's use of the library. The anonymous member of the public suggested that maintaining its collection and good relationships with its patrons were greater library priorities than collecting fees from the public. The anonymous member of the public further observed that use of a collection agency to act in place of library staff was inherently dangerous. Mr. Peter Warfield commented that it seem to him that the Commission was being asked to back into policy and services changes through revision of fines and fees without directly addressing the policy issues involved. Mr. Warfield called attention to elimination of circulation of art prints noted in the recommendations as a service reduction and the addition of the recovery program using a collection agency. Mr. Warfield expressed concern with problems that could result from use of a collection agency and criticized as deficient and lacking in good faith efforts the library's existing recovery efforts.

In response to a question by Acting President Higueras, the Acting City Librarian discussed the timeline she felt necessary to put a revised fine and fee schedule in place and described in greater detail how the recovery program and the collection agency process would work. Commissioner Steiman observed that she would prefer a lenient approach with patrons who make a mistake, but that she had no problem with being firm with those who refuse to return library materials. In response to a question by Commissioner Streets regarding any need for a formal public notice period prior to the adoption of a new fine and fees schedule, the Acting City Librarian reported that she was aware of no requirement to do so but would make the revised schedule widely available to patrons prior to its going to the Board of Supervisors or before going into effect. Deputy City Attorney Adine Varah reported that she was unaware of any requirement for a special public notice, but that she would research the question and inform the Commission on this matter. There was further discussion among the Commissioners of whether to table consideration to a future meeting or proceed with recommendation for the adoption of the revised schedules. Deputy City Attorney Adine Varah informed the Commissioners that it was her opinion that recommending adoption of the revised Fine and Fee Schedule to the Mayor and the Board of Supervisors was properly within the authority of the Commission under the City Charter.

MOTION: by Commissioner Steiman, 2nd by Commissioner Chin at the Commission recommend approval of the proposed revised Fine and Fee Schedule to the Mayor and the Board of Supervisors.

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ACTION: APPROVED Aye 5-0 (Chin, Higueras, Steiman, Streets, and Swig)

EVENTS MANAGEMENT REPORT

Library consultant Marilyn Hope Smulyan presented an overview of her report (copy attached) concerning the Events Management Program at the Main Library. Ms. Smulyan noted her most significant finding as being that while the Events Management Program had provided some benefit to the Main Library, the program has failed to meet expectations concerning the revenues it was thought to have been able to generate. Ms. Smulyan noted that the program had brought significant numbers of new visitors to the Main Library, had added to enlivening the entire Civic Center area in the evening hours, and gained significant favorable attention for the Library through event such as the US Conference of Mayors meeting at the Main Library. Ms. Smulyan suggested that as there was no specific set aside in the City Administrative Code allowing the Library to retain revenues generated by the Events Management Program it was unlikely that it could have produced any significant revenue. The consultant then discussed in detail the various aspects of the kinds of events held in the Main Library and the various impacts on the Library and library staff these activities generated. Ms. Smulyan next discussed the various kinds of payments and fees paid to the Library and the Library Foundation during the existence of the program. She detailed how filming and events led to differences in revenues generated and costs, particularly staff overtime costs, by filming and events of various sizes held in the Main Library. Ms. Smulyan reviewed and contrasted the Library's experience in operating its Events Management Program in context of other San Francisco venues available for event rentals. The consultant commented on what she found to be mistaken assumptions that led to the creation of the program and about the competitive nature of the local rental market in this area. Ms. Smulyan cited fundamental barriers which make successful operation of the Events Management Program as it currently exists unlikely. The consultant questioned the value to the Library of continuing the program. Ms. Smulyan recommended that the Commission consider two policy issues: whether the Events Management Program should be continued, and if so what changes in the existing program could be made, given the inherent limits, to make it worth while. Specifically she recommended: continuing highly profitable filming; continuing to host city events at cost; continuing to host Friends and Foundation events at cost; set costs for Main Library events to fully reflect the costs to the library; discontinue the existing management agreement and events under it; consider making the Koret Auditorium avail for some private events during library public service hours; and finally, request that the Board of Supervisors authorize the Library to retain revenues generated by events in the Main Library for use in maintaining the facility.

President Higueras called a brief recess of the meeting at 8:01PM
President Higueras reconvened the meeting at 8:10PM

Public comment: An anonymous member of the public cited that requirements of the Sunshine Ordinance requiring equal allotment of public comment time requesting an equal

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allotment of time for public comments as was allowed to the agenda item presenter. The anonymous member of the public found the report informative and observed that perhaps an apology was owed to those who had previously raised some of the issues described in the Events Management Report by the Library Commission and Library Administration. The anonymous member of the public further disagreed with the report's contention that the major purpose of the Events Management Program was to raise funds for the Library, rather contending the its purpose was to raise funds for the Library Foundation. The anonymous member of the public expressed disappointment that Commissioner Coulter was not present and able to comment on the report. The anonymous member of the public also suggested that reference should be made to the City Attorney of any proposal to treat the Friends and Foundation of the San Francisco Public Library differently than any other private entity. Mr. Ed Regan suggested that notice of events which are not open to the public should be posted as such after he was informed that private events held in the library were not open to the public. Mr. Peter Warfield found the report illuminating, estimated the program's costs at $310,000 resulting in a $28,000 loss without including any "hidden" costs such as work performed by library staff during public service hours. Mr. Warfield suggested that given the library's inability to retain income from events, the real total cost of the program to the library could be as much as $380,000, again not including true staff costs and the inconvenience experienced by library patrons. Mr. Warfield questioned the descriptions of the costs presented and cited negative experiences with events and filming activities in the Main Library. Mr. Jim Sutton, Friends and Foundation, noted that the management agreement assigning responsibility for the Events Management Program to the Library Foundation expires on June 30, 2000 and that the Friends and Foundation will not continue involvement in it. Ms. Christine Metz, Friends and Foundation, defended the Events Management Program as a useful means to bring new people into the Library, and served to broaden community interest in and support for the public library.

Acting President Higueras commented that the report was timely and complete. He noted that given the transition from the Library Foundation to the combined Friends and Foundation provides a good opportunity to reconsider a program that while a worthy effort was unsuccessful. The Acting President suggested that other private organizations be allowed to hold events at the Main Library at cost in addition to the Friends and Foundation. Commissioner Steiman stated strong opposition to allowing use of the Koret Auditorium by private organizations for private events during library hours. She expressed her concern that to do so might result in a loss of opportunities for the Koret Auditorium to be used by civic, cultural, and community organization events free to the public. Commissioner Steiman agreed with the conclusions reached by the report and agreed with Commissioner Higueras that non-profit organizations also be allowed use of the library on an at cost basis. In response to a question by Commissioner Steiman concerning why this was not an ACTION item the Acting City Librarian reported that staff wanted the Commissioners to have the opportunity to get a full report, consider its implications, and then make a decision on recommendations which will be brought to the Commission for its consideration.

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Commissioner Streets requested greater detail be reported concerning aspects of the report. She observed that while a differential fee for outside non-profit organizations use of the Main Library might be considered, the Friends and Foundation should receive preferential treatment as the sole reason for their existence was to raise funds for the library. There followed an extensive discussion concerning the issue of how revenues generated by Main Library events were handled so that they could be returned to the library rather than simply being deposited in the City's General Fund. The Acting City Librarian proposed to bring a series of specific recommendations to the Commission at a future meeting to address the issues raised in Ms. Smulyan's report.

MINUTES OF THE REGULAR MARCH 8, 2000 COMMISSION MEETING

Commission Swig called attention to a mistake in a listing her as attending the March 8, 2000 as she had been absent.

Public comment: an anonymous member of the public noted with approval that the Minutes posted on the Library Website now conformed to the printed versions, but found confusing the placement of disclaimer footnotes throughout the document. The anonymous member of the public found the reported Minutes "strange" citing a comment attributed to Commissioner Coulter as misleading. The anonymous member of the public questioned the Commissioner's reported assessment of the litigation record of the anonymous member of the public.

MOTION: by Commissioner Steiman, seconded by Commissioner Streets approval of the Minutes of the Regular Meeting of March 8, 2000 as amended to correct the mistaken reference to Commissioner Swig's presence.

ACTION: APPROVED Aye 5-0 (Chin, Higueras, Steiman, Streets, and Swig)

MINUTES OF THE MARCH 13, 2000 SPECIAL COMMISSION MEETING

Public comment: An anonymous member of the public observed that if Ms. Swig was not present during the March 8, 2000 Regular Meeting and not replaced the meeting was held without a quorum. Mr. Peter Warfield commented that the website version of the Minutes did not include his submitted public comment summary statement and urged that the web version of the Minutes should not be published if not complete. Mr. Warfield further objected that his public summary comments were not properly included in the same manner with the other public comment summary statements and requested that his comments be included in the minutes in the same fashion as others.

The Commission Secretary discussed the difficulties he has experienced in posting materials received by the Commission in a variety of formats without making any alteration in the documents submitted. The Secretary committed to make every effort to find the means to include all of the public comment summary statements in whatever format they are delivered available in both the printed and web versions of the Minutes as soon as possible.

Deputy City Attorney Adine Varah quoted the section of the Sunshine Ordinance related to

the public comment summary statements, noting that its posting on the website requirement was currently defined as "to the extent possible". Responding to President Higueras' inquiry the Deputy City Attorney Varah proposed to clarify the requirements of the Sunshine Ordinance for the Commission should they wish to change their practice, but noted that it was the view of the Deputy City Attorney that the Minutes are in compliance with the Sunshine Ordinance.

MOTION: by Commissioner Swig, seconded by Commissioner Steiman moved approval of the Minutes of the Special Meeting of March 13, 2000.

ACTION: APPROVED Aye 5-0 (Chin, Higueras, Steiman, Streets, and Swig)

LABOR UNION REPORT
none offered

NEW BUSINESS
In response to a question by Acting President Higueras, the Commission Secretary informed the Commissioners that according to the Commission Bylaws the Vice President assumes the duties in the absence of the President. The Secretary confirmed that the Vice President serves as Commission President in all capacities in such a situation and that there was no specific requirement that the Commission hold an election for officers to conduct business. Noting that no replacement Commissioner had been appointed by the Mayor action to elect officers was deferred to a future meeting when such a new member might have been appointed and able to participate in choosing the Commission's officers.

Public comment: none offered

PUBLIC COMMENT
An anonymous member of the public commented on former Commission President Llorente's observation on speaking from the floor of the meeting, observed that like Kremlin watchers of old that the Deputy City Attorney's move to join the Commissioners on the stage portended an unknown significance. The anonymous member of the public expressed dismay concerning moving approval of meeting minutes to the end of the meeting and chided the Commissioners for not objecting and providing members of the public an opportunity to offer their views on the placement of the approval of the Minutes on the Commission's agenda. The anonymous member of the public observed that only summaries of public comments were required to be included in the meeting minutes and if submissions were not summaries of public comments conforming with the required limitation set forth in the Sunshine Ordinance they did not have to be included. Mr. Ed Regan requested extension of library public service hours from 6AM daily to Midnight, seven days a week for the entire year. Mr. Peter Warfield confirmed discussion with the Commission Secretary concerning inclusion of his public comment summaries, but objected that his comments were not included in the same manner as others. Mr. Warfield expressed disappointment

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Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker . Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

that the Commission chose to hew to the narrow legal requirements in including these comment summary statements. Mr. Warfield lauded Commission comment opposed to allowing use of the Koret Auditorium for private events during library hours.

ADJOURNMENT

MOTION: that the meeting be adjourned was moved by Commissioner Streets, seconded by Commissioner Chin

Public comment: none offered

ACTION: APPROVED Aye 5-0 (Chin, Higueras, Steiman, Streets and Swig)

The meeting was adjourned at 8:57PM

The number of members of the public who spoke anonymously at this meeting. 1

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Michael Housh, Commission Secretary 4/18/00

Draft Minutes of the Regular Commission Meeting
of April 4, 2000

Appendix A

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Draft Minutes of the Regular Commission Meeting of April 4, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 4, 2000

Item 3:
RESOLUTION COMMENDING COMMISSIONER LLORENTE

"I think the acting president is mistaken when he refers to this agenda item as 'typical.' I think it is unprecedented. I don't think there has ever been a formal resolution honoring an outgoing president.

I am disappointed that we are not electing a successor to the outgoing president.

An analogy from my family life would be, my mother married for love and that means – as it always has – that she learned to cook after she married. Therefore, whenever restaurant food was not good, she praised it extravagantly because she did not want the cook to feel badly. I suspect what we are passing this resolution in the same spirit.

I don't want Mr. Llorente to feel bad either. But I certainly hope that his successor will not follow his tenure as an example."

Draft Minutes of the Regular Commission Meeting of April 4, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 4, 2000

Item 4:
CITY LIBRARIAN'S REPORT

"I want to address myself to the part of the report having to do with 'e-books.' The articles in recent national library publications have found this controversial. I would suggest that there is no shortage of companies that will offer you their products if you will advertise those products.

I am nervous that the library administration feels that it can do this as an administrative prerogative, without laying out for your approval the library policy implications. I think this is an area in which the library commission needs to assert itself as the policy body.

You may remember a committee of this commission took up the question of what was the proper review for receiving grants. I would submit that this is a perfect example of getting involved in something by receiving a grant that you may not want to get involved with. There are policy implications here."

Draft Minutes of the Regular Commission Meeting of April 4, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 4, 2000

Item 6:
LIBRARY IMPROVEMENT FUND

"I suspect that the presenter misspoke because he referred to an overview of the revenues. The one page handout available to the public has no overview of revenues. I wonder if the commission is looking at a page the public does not have.

I am alarmed if things like foundation grants have been commingled into one fund. This is the first time I have heard anything like that. I hope you will pass that question along to the presenter, through the chair: Have grants from foundations been commingled with city money?"

Draft Minutes of the Regular Commission Meeting of April 4, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 4, 2000

Item 7:
FINES AND FEES

"I notice that you are not approving an ordinance to go to the board of supervisors, you are authorizing the Acting City Librarian to draft one. I assume that is because you don't want to know about the details these generalities cover.

Two examples: The policy of making children's materials fine free rather than for children per se was originated by the legendary Effie Lee Morris not based on her inability to tell a child from an adult. It was based on an attempt to lower the barrier to children's materials. The library does not want people to let their borrowing privileges lapse because of an economic barrier.

Our priorities are: Maintaining the collection and maintaining a positive relationship with our clientele and getting money back from the public is a distant third. Therefore, allowing a collection agency to follow its policies rather than the library's policies is inherently dangerous."

Draft Minutes of the Regular Commission Meeting of April 4, 2000

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 4, 2000

Item 8:
EVENTS MANAGEMENT

"Since the new Sunshine Ordinance requires that the public be treated equally, I assume that I will be granted the same amount of time as the previous speaker. (The president chuckles.)

The speaker said that the staff works at these events, an admission that the library administration has denied in the past.

I wonder if the commission feels it owes an apology to people who tried to recognize the realities acknowledged in this report.

The report states: 'The major purpose of this arrangement was to raise money for the library.' Completely untrue. The purpose was to raise money for the Library Foundation by 'leveraging contributions,' i.e., filling rich people with martinis and then squeezing them until they reach for their checkbook. In the interest of private money going into private hands, sensible judgment was suspended.

There is a serious issue about treating the Library Foundation differently from other private entities."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 4, 2000

Item 9:
APPROVAL OF THE 3/8/00 MINUTES

"The version on the website now corresponds to the printed version.

It is confusing to have the term Appendix A at the top of each summary, so that it is difficult to tell where Appendix A really starts.

The minutes state that 'Commissioner Coulter suggested that the city attorney's views concerning the adequacy of the notice of this item could be considered and not accepted.' What was actually said was that the anonymous citizen loses ninety-nine percent of his suits and that we should just go ahead and do it anyway. The unacknowledged contradiction is that the city attorney repeatedly claims that you respect the city attorney's advice and will follow it. That you would consider not following the city attorney's advice puts the lie to your previous position."

Draft Minutes of the Regular Commission Meeting of April 4, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 4, 2000

Item 10:
APPROVAL OF THE 3/13/00 MINUTES

"Speaking parenthetically, with regard to the 3/8 minutes. If Ms. Swig is removed as not being in attendance, and no one else is added, then the commission must have met without a quorum.

I am unable to find the section that I intended to comment on, so I will sit down."

Draft Minutes of the Regular Commission Meeting of April 4, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 4, 2000

Item 13:
PUBLIC COMMENT

"I will abandon the remarks I had prepared, in order to address some of tonight's issues.

I note that the representative of the city attorney's office has decided to change her perspective and sit with you. I hope it will not affect her opinions. I suspect that something so small is both subtle and persuasive. Certainly 'Kremlin watchers' have noted smaller changes.

The minutes are now approved at the end of the meeting. No commissioner raises the question of why they were not consulted about this, or why the public was never given the opportunity to advise them about the wisdom of this. It is acquiesced to without any formal decision or rationalization whatsoever. Yet, we are regarded as paranoid if we find this conspiratorial.

The law says that summaries must be summaries and that they are to be 'included,' not appended."

Appendix A

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Item 2. Ingleside Branch-Proposed Lease
Summary of Public Comment by Peter Warfield
Made at SFPL Commission Meeting of April 4, 2000

I wonder why the library is embarking on a lease when it has previously purchased space or constructed new buildings for branches.

This lease will cost $876,000 in rent over its minimum 10-year term, plus additional expenses for wiring and interior repairs, as documented in the summary lease attached to the Agenda of this meeting.

So I have three questions:

1. In light of an apparent policy to own, why is the library leasing, and for such a long term?

2. Has any consideration been given to streetcar track and other construction planned in the neighborhood, which others, including a newspaper account, have said will take several years and could cause noise, dust, and possible safety issues?

3. Have alternate locations been considered?

(A library employee responded to Commissioner Swig's follow-up question about construction plans, saying that no more Muni construction is planned except possibly at the City College turnaround.)

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Item 4. City Librarian's Report -- Summary of Public Comment by Peter Warfield Made at SFPL Commission Meeting of April 4, 2000

I agree with the previous speaker that the experimental eBook program just described by the City Librarian has significant policy implications.

This program permits an outside company to provide not just the eBook technology – but also to select titles of books the library will receive.

The library has an extensive Collection Development Policy, describing what to collect and to what depth. It concerns me that the library will be giving up control of title selection in this program. Additionally, it is not clear whether the hundreds of titles and their presumably unlimited availability might agree with or contravene the existing Policy. For example, the program might unbalance the collection or inappropriately emphasize certain points of view.

The Commission should consider the long-range, and short-range implications of this program, which is very much like a gift or a grant. (A gift or grant would require approval from the Board of Supervisors.)

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Item 7. Fines and Fees --
Summary of Public Comment by Peter Warfield
Made at SFPL Commission Meeting of April 4, 2000

Important policy changes seem to be included, unannounced, in the Fines and Fees revision being discussed here (and attached to the Agenda.)

For example:

1. The revision drops fees for circulating framed art prints. While this service may have been dropped with the move to the new building, its official abandonment is a reduction in service that should be discussed separately.

2. An outside collection agency will handle materials worth over $50. and more than 45 days overdue. Patrons will be charged a $10.00 "recovery surcharge."

I am very concerned that the library's own collection efforts are limited to a single letter, and that the collection agency might make inappropriate calls to patrons, or inappropriately affect their credit ratings. Sending a collection agency after patrons after sending only one late notice seems very harsh.

(A library employee confirmed that patrons would be "reported" if recovery/collection efforts are unsuccessful.)

Appendix A

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Item 8. Events Management (Report) -- Summary of Public Comment by Peter Warfield Made at SFPL Commission Meeting of April 4, 2000

I am glad we had this report by Ms. Smulyan.

Overall, it says that the library paid $310,000 to the Foundation/Friends over a multi-year period.

The result was a $28,000 loss.

These figures exclude certain hidden costs described by Ms. Smulyan.

While the report includes librarian overtime costs, it does not count the time spent by librarians working on events during regular working hours, according to the presenter. She also mentioned other hidden costs such as disruption and inconvenience.

As we've been told the library did not receive any of the proceeds – they apparently went to the City's general fund – the real loss is closer to $386,000.

I have a question regarding possible understatement of library expenses shown in the report. Why is the current-year figure so low, only about 10% of income, when expenses in other years were 25%-50% of income?

(No response was provided to this question.)

Appendix A

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Summary of Public Comment Made at SFPL Commission Meeting of April 4, 2000. Regarding Item 13. Public Comment

I am disappointed that the Commission took a strictly legalistic approach when it consulted its attorney and decided to do nothing about problems with its Minutes that I spoke about a few moments ago.

I had noted that the web version completely excluded my summary comments.

Those of others, however, were included.

It is unfortunate that a citizen requesting inclusion and equal treatment in the Commission's minutes is turned away with a strictly legalistic response. It is especially unfortunate because some Commissioners have previously accused others of being excessively legalistic.

The library is also raising a real digital divide if my summaries were excluded because they were not sent electronically, as stated by the Commission Secretary.

On another note, I would like to thank the Commissioner who earlier tonight opposed allowing private or fee events during library open hours in the Koret auditorium, as suggested in the Events Management report.

Peter Warfield

PRECIS OF DRAFT OFFICE LEASE AGREEMENT BETWEEN THE CITY & COUNTY OF SAN FRANCISCO, AS TENANT, AND LAN FONG HUEY, AS LANDLORD, FOR THE LEASE OF 1649 OCEAN AVENUE, SAN FRANCISCO, CA

The draft is dated March 3, 2000.

Premises:	Entire building exclusive of mezzanine
Rentable area of premises:	Approximately 5,000 square feet
Term:	Estimated commencement date: Upon approval by the Mayor and Board of Supervisors and substantial completion of the leasehold improvement work
Expiration date:	10 years
Extension options:	Two additional terms of five years each, exercisable by City by notice to landlord, with rent at 95% of the prevailing market rate
Base rent:	Annual: $87,600 ($17.52/sq ft) Monthly: $7,300 ($1.46/sq ft)
Use:	Ingleside Branch Library
Utilities:	City will be responsible for separately metered utilities
Services:	City will be responsible for janitorial service
Leasehold improvements:	The landlord will be responsible for improvements to the base building and renovations required to comply with the Americans Disabilities Act of 1990 and Title 24 of the California Code of Regulations. These are estimated to be no more than $150,000. Leasehold improvements for City's use will not exceed $100,000. The landlord is responsible for securing and paying for permits and fees necessary for the completion of leasehold improvements. The City is responsible for installing telecommunications, data, and computer-cabling equipment.

Repairs	The landlord is responsible for repairing and maintaining the exterior and structural portions of the building, as well as roof, heating, ventilating, plumbing, electrical, fire/life/safety, security, and mechanical systems. The City is responsible for repairing and maintaining the interior portions of the building.

4/4/00 LIBRARY CONSTRUCTION BOND FUND

Revenue	$145,382,141
Less Expenditures	$140,716,208
Less Encumbrance	$232,644
Available Balance	**$4,433,289**
Commitments Against Available Balance	**$453,124**
PG&E (Installation @ Main)	$204,043
PG&E (Cost of Ownership/Maint. @ Main)	$168,000
Chinatown A/C (Pending Supplemental)	$41,081
Presidio Boiler	$40,000
Balance Available for Main POE Projects	**$3,980,165**

SAN FRANCISCO PUBLIC LIBRARY
LIBRARY EVENTS MANAGEMENT REPORT

With the opening of the new Main Library in 1996, Library officials and the Library Foundation entered into a management agreement regarding the use of the Library for private rentals. Since then, the Library has paid a management fee to the Foundation each year, and the Foundation has managed, marketed and supervised the use of the rental spaces during the hours the Library is closed to the public. The major purpose of this arrangement was to raise money for the Library.

Overall, rental of the Main Library has provided some benefits, but it has not produced new revenue. Private events have allowed the public increased access to one of the City's most important civic facilities, and event evenings have brought vitality and new life to the southeastern end of the Civic Center. The Library has also been a source of great civic pride when serving as the venue for major public events like the meeting of the U.S. Conference of Mayors in 1997. However, early income projections have not been realized and seem unlikely to be realized in the future.

Even if the program had produced new revenue, it would not have affected the Library's budget because of the way the City treats the anticipated revenue in the budget process. The Library's annual budget includes two major sources of City funds:

1. An allocation from the Library Preservation Fund which was created when the voters approved Proposition E in 1994. The Fund is a direct set-aside of City property taxes.
2. An additional contribution from the General Fund also required by Proposition E.

When the Library's General Fund contribution is determined, the amount anticipated in event revenue is considered part of that contribution. In effect, the required General Fund contribution is lowered by the amount the Library expects to earn from events. Regardless of how much money is generated from the events program – it could be $5 or $1,000,000 – the Library would receive the same amount of funding. The actual benefactor of any event revenue is the City's General Fund.

EVENTS: JUNE 7, 1996 – APRIL 1, 2000

	1995-96	1996-97	1997-98	1998-99	1999-00
Reception/Program	1	11	17	12	3
Filming	0	1	8	1	8

- Forty-four private reception/program type events and 18 filming events have taken place. In addition, two small events have just been booked for May.

RECEPTION/PROGRAM TYPE EVENTS

- Almost all of the reception/program events have been held on Friday, Saturday and Monday evenings, and the majority have started at either 6:30 or 7:00 PM

- The Latino/Hispanic Meeting Room and the Atrium have been used the most (32 events for the Meeting Room and 24 for the Atrium). The Meeting Room was used most often because it was included in all Atrium rentals for set-up, as well as being rented separately.
- Of the rental areas available, the ones used the least were the 6th Floor Terrace (3 events), Café (5 events) and 6th Floor Skylight (7 events).
- Most rentals have been to nonprofit, educational or civic organizations and to public agencies.

FILMING EVENTS

- The 18 filming events took place over 35 separate days.
- The biggest events included filming for the movie *City of Angles* in 1997, and five separate filmings for the television series *Nash Bridges*.
- The number and size of filming events varies significantly from year to year.

EVENTS MANAGEMENT PROGRAM REVENUE AND ESTIMATED EXPENSES

	1995-96	1996-97	1997-98	1998-99	1999-00	Total
Gross Revenue	7,500	95,850	131,750	58,700	64,750	358,550
Estimated Overtime Costs	1,965	20,254	23,707	23,761	6,971	76,658
Estimated Net Revenue	5,535	75,596	108,043	34,939	57,779	281,892
Management Fee	0	50,000	100,000	100,000	60,000	310,000
Estimated Yearly Revenue	5,535	25,596	8,043	(65,061)	*(2,221)	*(28,108)

*These estimates are through March 2000.

- As the table indicates, in the first few years the events program earned money; however, it resulted in a deficit in 1998-99; and, to date, there is a small deficit this year.
- Financially, filming activities are more beneficial than other types of events because all staff overtime costs are billed in addition to the fee charged. For all other events, staff overtime costs are considered part of the fee and have to be deducted to determine net revenue.
- There is a direct relationship between the size of the event and the proportion of the fee that is needed to recover overtime costs. Small events ($1,500 and under) average overtime charges amounting to 83% of the fee. Medium events ($2,500 - $5,500) average overtime charges amounting to 44.7% of the fee. Large events ($6,000 and above) average overtime charges amounting to 26.2% of the fee.

PROGRAM ANALYSIS

- There was a basic assumption underlying the development of the program that either San Francisco had an unmet need that the Library could fulfill, or that the Library would be such a desirable location that it would capture business from other institutions.
- Event managers interviewed during this study all said the market is quite competitive and most demands are being met – except for the holiday season and occasional special events. The one ongoing exception mentioned was a daytime demand for smaller spaces in the Civic Center.

- It is very difficult for the Library to be competitive. It is priced at the high end of the market and is not available during the hours that most events take place. The changes implemented this year in the Library's hours of operation have made it more difficult to rent the facility for large evening events. The earliest start time is usually one hour after closing and that is too late for many events. In addition, other venues are available earlier in the day for event set-up and preparation.
- If the Library could be competitive, it would take a considerable number of events to produce a significant return in revenue. Early program projections called for 52 events a year. That is more than three times the average number of events that occurred over the three busiest years. In addition, for the program to be profitable most events would have to be large events. It is not easy to integrate large events into the Library's public service schedule, and it is questionable as to whether it would be beneficial to attempt such an expansion of activity.

RECOMMENDATIONS

San Francisco's Main Library is a beautiful building that remains a source of great civic pride. Allowing private rental of the facility increases public access, generates political goodwill, and has the potential to earn some revenue. However, the current events management program is not a cost-effective approach. The following recommendations are presented for consideration – all of them intended to enhance the public image of the Library, earn a modest return and/or fill an unmet public need.

1. Continue to allow filming activities.
2. Continue to allow occasional City-sponsored events, at cost.
3. Continue to allow events sponsored by the Friends and Library Foundation, at cost.
4. Re-evaluate Library costs associated with events and charge sponsors for all event-related costs including Library staff time spent working on events during normal business hours.
5. Discontinue other private events and the current management agreement.
6. Consider allowing private rentals of Koret Auditorium during Library open hours. Currently, the Koret is underused and vacant for many blocks of time. During these periods it is locked and not available to the public, making it the one space in the Library that could be used without impacting public use of the Library. This recommendation is intended to provide a public service and meet a stated need. It should only be implemented if it can be done without having a negative effect on the Library's own public programs and public use of the auditorium.
7. Depending on the amount of activity expected, determine if there is an existing staff person who can oversee events or if it will require creation of a new position.
8. Ask the Board of Supervisors to consider an amendment to the Administrative Code that would allow the Library to keep any revenue earned from private rentals and dedicate its use for improved maintenance of the facility and purchase of replacement equipment.

DOCUMENTS DEPT.
MAY 17 2000
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
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Charles A. Higueras, A.I.A.
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Steven A. Coulter
Carol Steiman
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Darian W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, April 4, 2000 (Approved as amended May 2, 2000)

The San Francisco Public Library Commission held a regular meeting on Tuesday, April 4, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:37PM by Acting President Charles A. Higueras, A.I.A.

The following members were noted present: Acting President Higueras and Commissioners Steiman, Streets and Swig.

Commissioner Chin joined the meeting at 5:38PM.

Commissioner Coulter was noted excused attendance.

WESTERN ADDITION BRANCH LIBRARY MURAL

Acting City Librarian Susan Hildreth invited the Benjamin Franklin Middle School students to present a proposed design for the mural addressing the issue of Tolerance planned for a side wall of the Western Addition Branch Library. Several Benjamin Franklin Middle School Peer Resources Class students, Maria De La Paz, Kimmy Claysic Flores Go, Brenda Cervantes, and Kendra Brown spoke about aspects of the sketches of proposed mural's design and their use of symbolism to convey a message of the importance of Tolerance. Proposed "paint in" days were announced. In response to questions by President Higueras, the students' teacher and an advisor on the project, Melissa McStay, and Olga Yulikova further discussed details of the proposal and outlined the remaining steps in carrying out the project, including gaining the approval of the Arts Commission, and reported a revised timeline for completing the project.

Public comment: none offered

Responding to a question by President Higueras, the size and location of the proposed mural was described. The Acting City Librarian noted that library staff were actively involved in working with the students on this project. In response to questions by Commissioners Chin and Steiman, the students read the quotations by Maya Angelou, Gandhi, and an anonymous student, and described various sources of influence on the design. In answer to a query by Commissioner Streets, Ms. MsStay described the on-going cooperation and communication with the Arts Commission. Commissioner Streets

The number of members of the public who spoke anonymously at this meeting. 1

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emphasized that the Library Commission's approval of the mural would be contingent upon the Arts Commission approving the proposed design.

MOTION: by Commissioner Steiman, seconded by Commissioner Streets that the Library Commission approve in concept the proposed design of the mural to be located at the Western Addition branch Library.

ACTION: AYE 5-0 (Chin, Higueras, Steiman, Streets, and Swig)

INGLESIDE BRANCH LIBRARY LEASE PROPOSAL

Ms. Claudine Venegas, Department of Real Estate discussed details of a proposed 10 year lease agreement for the library's use of the former Bank of America Building at 1649 Ocean Avenue as the new location for the Ingleside Branch Library. Ms. Venegas described in great detail the responsibilities of both the Library and the property owner under the proposed lease, including details of options to extend the lease. In response to questions by President Higueras, Ms. Venegas clarified that the property owner would retain use of a separate storage area in the building and that the Library would be the sole tenant.

Public comment: Ms. Lurilla Harris inquired regarding the cross street of the location (Faxon Street) and regarding any differences in the availability of parking between the current Ashton Street location and the proposed new Ingleside Branch site. Mr. Peter Warfield called attention to the question of whether the Library should purchase branch library locations or rent, expressed concern with impact of extensive streetcar construction activities believed to be pending on Ocean Avenue on library service, and wondered if any alternate locations had been considered.

Commissioner Steiman noted that other sites in the area had been considered, that in her estimation the parking situation was better at the proposed location than where the branch is now located, and that the new facility was larger and located on the streetcar line. Library Maintenance and Operations Director Rich Walsh confirmed President Higueras' observation that the streetcar improvements along that segment of Ocean Avenue were completed. He further noted that the installation of angled parking had significantly improved the amount of on street parking available. Mr. Walsh suggested that the proposed Ocean Avenue location was much more visible and easy to locate than the current Ashton Street site. In answer to a question by Commissioner Streets, Ms. Venegas suggested that consideration could be given to adding a lease purchase option to the agreement. Commissioner Steiman observed that it was her preference that the Library make every effort to purchase rather than rent branch library facilities. The Acting City Librarian suggested that this facility might not be the location the Library would choose if it were considering purchasing a building for the branch library, but that this location was an ideal way to improve branch services at a reasonable cost for the time being.

MOTION: by Commissioner Steiman, seconded by Commissioner Swig recommending Board of Supervisors approval of the proposed lease agreement for the Ingleside branch Library.

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ACTION: APPROVED Aye 5-0 (Chin, Higueras, Steiman, Streets, and Swig)

RESOLUTION COMMENDING COMMISSIONER LLORENTE

President Higueras read a proposed resolution honoring former Library Commissioner and President Ernest H. Llorente for his service and leadership while serving on the San Francisco Public Library Commission.

Public comment; Mr. Ed Regan expressed his 100% agreement with the proposed resolution. An anonymous member of the public observed that it was unfortunate that the Commission had placed this resolution on its agenda but not item to elect a successor to President Llorente. The anonymous member of the public further commented that such a resolution was,in the anonymous member of the public's experience, unprecedented. The anonymous member of the public discussed an anecdote suggesting that the Commission was adopting this commendatory resolution not granted to any of President Llorente's predecessors as a polite way to express unwarranted praise, and expressed a hope that his successor would not follow the example set during his tenure. Mr. Peter Warfield noted an apparent increase in the healthful appearance of former Commissioner Llorente since leaving the Commission speculating as to its source and expressed support for the adoption of the resolution.

MOTION: Commissioner Chin, seconded by Commissioner Streets approving the Resolution honoring former Library Commissioner Ernest H. Llorente.

ACTION: APPROVED Aye 5-0 (Chin, Higueras, Steiman, Streets, and Swig)

Acting President Higueras presented Commissioner Llorente with a framed copy of the Resolution. Former Commission President Llorente spoke fondly of his four years of service on the Commission and promised to continue to maintain an active interest in the future success of the San Francisco Public Library.

THE CITY LIBRARIAN'S REPORT

Acting City Librarian Susan Hildreth expressed her appreciation for President Llorente's hard work and leadership on behalf of the library. Ms Hildreth described a new Library project funded under Prop. 10 (the Tobacco Tax Initiative) to promote family literacy through a $45,000 grant applied for to fund a Families for Literacy Program. In addition, Ms. Hildreth reported that Prop. 10 funds could be available for regional library literacy programs and mobile literacy labs. The Acting City Librarian called the Commission's attention to the library's participating in the JSTOR program, making important scholarly and professional journals and periodicals available in an electronic formation. She noted that the San Francisco Public Library was currently to only public library system taking advantage of this opportunity. Ms. Hildreth discussed the availability of a six month free trial of an initial collection of electronic materials available through Net Library. Ms. Hildreth also noted submission of a request to the state library for federal funding to support a regional trial for making electronic books available.

Public Comment: An anonymous member of the public expressed nervousness that the

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Library Administration proposed to move forward with electronic books noting that there was no shortage of businesses offers in exchange for advertising opportunities. The anonymous member of the public suggested that the Commission should assert its prerogative to discuss the issues involved and make a policy decision on this matter. Mr. Peter Warfield recommended that the Library Commission carefully consider and discuss the implications of moving to electronic books, and expressed concern at the apparent loss of control of materials selection by agreeing to accept an outside commercial agency's choices regarding specific titles to be made available in this format thereby in part determining the direction of the library's collection.

Library Chief of Information Management and Resources Roberto Esteves informed Commissioner Steiman that ebooks could be available through a number of points of access,including from home. Mr. Esteves noted that this was an experimental project. Mr. Esteves confirmed that no additional staff would be required by this project, that the materials were selected by a Collection Development Manager of the Chicago Public Library, and included a large number of useful titles. Commissioner Steiman expressed her happiness with the Library's participation in JSTORE. Mr. Esteves noted that the full text search feature included in JSTORE would make accessible information included in currently un-indexed periodicals in the Library's collection that are not accessible now. In answer to questions from Acting President Higueras and Commissioner Steiman, Mr. Esteves discussed measurement of the success of these projects and concerning the ability of patrons to copy information included in an ebook. In response to a question regarding possible need for increased electronic equipment to make ebooks available, Mr. Esteves described the multiple existing means to access these materials. President Higueras entertained a question by Ms. Lurilla Harris, a member of the public, regarding the Library's options after the six month free trial, and concerning limitations on copying material from ebooks. Ms. Hildreth explained that it was the Library's option to continue or drop the program after six months, and that "fair use" policies allowed free coping of limited amounts of material from an electronic book.

OCEAN VIEW CONSTRUCTION REPORT

Mr. Edgar Lopez, Department of Public Works began his regular monthly construction update with several slide photographs and discussed the work shown in each view of the building. Mr. Lopez reported the building 95% complete.

Public comment. Mr. Ed Regan confirmed that there would not be a full basement in the new Ocean View Branch Library nor off street parking and recommended that future branches include both.

In response to a question by Commissioner Steiman, the Acting City Librarian reported that the opening date was not yet set. He informed the Commissioners that there likely would be another change order on this project of approximately $6,000 still in negotiation with the contractor. In answer to a suggestion by Acting President Higueras, Ms. Hildreth agreed that staff would look into additional enhancement s that could be added to the new building in the final phase of the construction project using the remaining $40,000 to $50,000 balances

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in the construction account. In response to a question by Commissioner Chin, Mr. Lopez identified the Muli-Purpose Room on the second level as a possible location for community meetings in the building.

LIBRARY IMPROVEMENT FUND REPORT

Library Finance Director George Nichols presented a status report and overview (copy attached) of the funds included in the Library Improvement Fund. Mr. Nichols described in detail the revenue sources of the Fund, discussed the available Fund balances, identified obligations against the Fund, and reported an available balance of $3,980,000. for Post Occupancy Evaluation Report recommended projects at the Main Library. In answer to a question by President Higueras, Mr. Nichols reported $1,511,543. as being derived from the settlement of a lawsuit against the buildings architects and builders. Mr. Nichols further reported that the City Attorney's costs related to the settlement had been paid.

Public comment: An anonymous member of the public suggested that Mr. Nichols failed to properly describe an overview of revenue information mentioned in his report, suggesting that the Commissioners might have received documents containing that data not provided to members of the public. The anonymous member of the public also expressed alarm that foundation grants might have been co-mingled with city funds.

Mr. Nichols clarified that there was a separate accounting of each of the various revenue sources included in the Library Improvement Fund and that no funds were co-mingled. He proposed to provide the Commissioners with a more detailed break out of these funds, including a report on any accrued interest in response to requests by President Higueras and Commissioner Streets.

REVISED FINE AND FEE SCHEDULE

Acting City Librarian Susan Hildreth outlined various aspects of a proposed revision of the Library's Fine and Fee Schedule. Ms. Hildreth pointed out that the last time that the Commission had formally revised the Fine and Fee Schedule was in 1990 and that during the past decade various changes, including the revision of the City Charter, had occurred which required that the schedule be changed. The Acting City Librarian discussed the specific details of the proposed revisions to be recommended for approval by the Board of Supervisors, noting especially a policy of no fines for children and reduced fines for seniors. Ms. Hildreth explained the rationale behind the reductions in maximum fines for some materials such as videos, charges for library card replacement, and the charges related to lost materials. Changes in charges for services such as reserves, and imposition of a $10 fee to fund the library's materials recovery program were described. The Acting City Librarian explained how the collection agency services element of the materials recovery program would work.

Public comment: An anonymous member of the public noted that the proposed schedule contained a lot of information and pointed out that the proposed motion allowed the City Librarian to draft an ordinance for submission to the Board of Supervisors addressing this

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matter suggesting that perhaps the Commission wished to remain unaware of the details of specific proposals described in generalities in the report. The anonymous member of the public discussed the role played by longtime San Francisco Public Library Chief Children's Librarian Effie Lee Morris in eliminating fines for children's material in order to prevent fines from becoming a barrier to children's use of the library. The anonymous member of the public suggested that maintaining its collection and good relationships with its patrons were greater library priorities than collecting fees from the public. The anonymous member of the public further observed that use of a collection agency to act in place of library staff was inherently dangerous. Mr. Peter Warfield commented that it seem to him that the Commission was being asked to back into policy and services changes through revision of fines and fees without directly addressing the policy issues involved. Mr. Warfield called attention to elimination of circulation of art prints noted in the recommendations as a service reduction and the addition of the recovery program using a collection agency. Mr. Warfield expressed concern with problems that could result from use of a collection agency and criticized as deficient and lacking in good faith efforts the library's existing recovery efforts.

In response to a question by Acting President Higueras, the Acting City Librarian discussed the timeline she felt necessary to put a revised fine and fee schedule in place and described in greater detail how the recovery program and the collection agency process would work. Commissioner Steiman observed that she would prefer a lenient approach with patrons who make a mistake, but that she had no problem with being firm with those who refuse to return library materials. In response to a question by Commissioner Streets regarding any need for an additional formal public notice period prior to the adoption of a new fine and fees schedule, the Acting City Librarian reported that she was aware of no requirement to do so but would make the revised schedule widely available to patrons prior to its going to the Board of Supervisors or before going into effect. Deputy City Attorney Adine Varah reported that she was unaware of any requirement for a special public notice beyond that required by the applicable public meeting and public records laws, but that she would research the question and inform the Commission on this matter. There was further discussion among the Commissioners of whether to table consideration to a future meeting or proceed with recommendation for the adoption of the revised schedules. Deputy City Attorney Adine Varah informed the Commissioners that it was her opinion that recommending adoption of the revised Fine and Fee Schedule to the Mayor and the Board of Supervisors was properly within the authority of the Commission under the City Charter.

MOTION: by Commissioner Steiman, 2nd by Commissioner Chin at the Commission recommend approval of the proposed revised Fine and Fee Schedule to the Mayor and the Board of Supervisors.

ACTION: APPROVED Aye 5-0 (Chin, Higueras, Steiman, Streets, and Swig)

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EVENTS MANAGEMENT REPORT

Library consultant Marilyn Hope Smulyan presented an overview of her report (copy attached) concerning the Events Management Program at the Main Library. Ms. Smulyan noted her most significant finding as being that while the Events Management Program had provided some benefit to the Main Library, the program has failed to meet expectations concerning the revenues it was thought to have been able to generate. Ms. Smulyan noted that the program had brought significant numbers of new visitors to the Main Library, had added to enlivening the entire Civic Center area in the evening hours, and gained significant favorable attention for the Library through event such as the US Conference of Mayors meeting at the Main Library. Ms. Smulyan suggested that as there was no specific set aside in the City Administrative Code allowing the Library to retain revenues generated by the Events Management Program it was unlikely that it could have produced any significant revenue. The consultant then discussed in detail the various aspects of the kinds of events held in the Main Library and the various impacts on the Library and library staff these activities generated. Ms. Smulyan next discussed the various kinds of payments and fees paid to the Library and the Library Foundation during the existence of the program. She detailed how filming and events led to differences in revenues generated and costs, particularly staff overtime costs, by filming and events of various sizes held in the Main Library. Ms. Smulyan reviewed and contrasted the Library's experience in operating its Events Management Program in context of other San Francisco venues available for event rentals. The consultant commented on what she found to be mistaken assumptions that led to the creation of the program and about the competitive nature of the local rental market in this area. Ms. Smulyan cited fundamental barriers which make successful operation of the Events Management Program as it currently exists unlikely. The consultant questioned the value to the Library of continuing the program. Ms. Smulyan recommended that the Commission consider two policy issues: whether the Events Management Program should be continued, and if so what changes in the existing program could be made, given the inherent limits, to make it worth while. Specifically she recommended: continuing highly profitable filming; continuing to host city events at cost; continuing to host Friends and Foundation events at cost; set costs for Main Library events to fully reflect the costs to the library; discontinue the existing management agreement and events under it; consider making the Koret Auditorium avail for some private events during library public service hours; and finally, request that the Board of Supervisors authorize the Library to retain revenues generated by events in the Main Library for use in maintaining the facility.

President Higueras called a brief recess of the meeting at 8:01PM
President Higueras reconvened the meeting at 8:10PM

Public comment: An anonymous member of the public cited that requirements of the Sunshine Ordinance requiring equal allotment of public comment time requesting an equal allotment of time for public comments as was allowed to the agenda item presenter. The anonymous member of the public found the report informative and observed that perhaps an apology was owed to those who had previously raised some of the issues

described in the Events Management Report by the Library Commission and Library Administration. The anonymous member of the public further disagreed with the report's contention that the major purpose of the Events Management Program was to raise funds for the Library, rather contending the its purpose was to raise funds for the Library Foundation. The anonymous member of the public expressed disappointment that Commissioner Coulter was not present and able to comment on the report. The anonymous member of the public also suggested that reference should be made to the City Attorney of any proposal to treat the Friends and Foundation of the San Francisco Public Library differently than any other private entity. Mr. Ed Regan suggested that notice of events which are not open to the public should be posted as such after he was informed that private events held in the library were not open to the public. Mr. Peter Warfield found the report illuminating, estimated the program's costs at $310,000 resulting in a $28,000 loss without including any "hidden" costs such as work performed by library staff during public service hours. Mr. Warfield suggested that given the library's inability to retain income from events, the real total cost of the program to the library could be as much as $380,000, again not including true staff costs and the inconvenience experienced by library patrons. Mr. Warfield questioned the descriptions of the costs presented and cited negative experiences with events and filming activities in the Main Library. Mr. Jim Sutton, Friends and Foundation, noted that the management agreement assigning responsibility for the Events Management Program to the Library Foundation expires on June 30, 2000 and that the Friends and Foundation will not continue involvement in it. Ms. Christine Metz, Friends and Foundation, defended the Events Management Program as a useful means to bring new people into the Library, and served to broaden community interest in and support for the public library.

Acting President Higueras commented that the report was timely and complete. He noted that given the transition from the Library Foundation to the combined Friends and Foundation provides a good opportunity to reconsider a program that while a worthy effort was unsuccessful. The Acting President suggested that other private organizations be allowed to hold events at the Main Library at cost in addition to the Friends and Foundation. Commissioner Steiman stated strong opposition to allowing use of the Koret Auditorium by private organizations for private events during library hours. She expressed her concern that to do so might result in a loss of opportunities for the Koret Auditorium to be used by civic, cultural, and community organization events free to the public. Commissioner Steiman agreed with the conclusions reached by the report and agreed with Commissioner Higueras that non-profit organizations also be allowed use of the library on an at cost basis. In response to a question by Commissioner Steiman concerning why this was not an ACTION item the Acting City Librarian reported that staff wanted the Commissioners to have the opportunity to get a full report, consider its implications, and then make a decision on recommendations which will be brought to the Commission for its consideration. Commissioner Streets requested greater detail be reported concerning aspects of the report. She observed that while a differential fee for outside non-profit organizations use of the Main Library might be considered, the Friends and Foundation should receive preferential

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treatment as the sole reason for their existence was to support the library. In answer to a request for clarification by Commissioner Streets, Ms. Smulyan reported that payments to the Library from the events management program had resulted in matching reductions in the city's General Fund contributions to the Library's Budget. Commissioner Streets expressed surprise that this was the case as the Commission's reason for creating the events management program was to raise additional funds for the Library. There followed an extensive discussion concerning the issue of how revenues generated by Main Library events were handled so that they could be returned to the library rather than simply being deposited in the City's General Fund. The Acting City Librarian proposed to bring a series of specific recommendations to the Commission at a future meeting to address the issues raised in Ms. Smulyan's report.

MINUTES OF THE REGULAR MARCH 8, 2000 COMMISSION MEETING
Commission Swig called attention to a mistake in a listing her as attending the March 8, 2000 as she had been absent.
Public comment: an anonymous member of the public noted with approval that the Minutes posted on the Library Website now conformed to the printed versions, but found confusing the placement of disclaimer footnotes throughout the document. The anonymous member of the public found the reported Minutes "strange" citing a comment attributed to Commissioner Coulter as misleading. The anonymous member of the public questioned the Commissioner's reported assessment of the litigation record of the anonymous member of the public.

MOTION: by Commissioner Steiman, seconded by Commissioner Streets approval of the Minutes of the Regular Meeting of March 8, 2000 as amended to correct the mistaken reference to Commissioner Swig's presence.

ACTION: APPROVED Aye 5-0 (Chin, Higueras, Steiman, Streets, and Swig)

MINUTES OF THE MARCH 13, 2000 SPECIAL COMMISSION MEETING

Public comment: An anonymous member of the public observed that if Ms. Swig was not present during the March 8, 2000 Regular Meeting and not replaced the meeting was held without a quorum. Mr. Peter Warfield commented that the website version of the Minutes did not include his submitted public comment summary statement and urged that the web version of the Minutes should not be published if not complete. Mr. Warfield further objected that his public summary comments were not properly included in the same manner with the other public comment summary statements and requested that his comments be included in the minutes in the same fashion as others.

The Commission Secretary discussed the difficulties he has experienced in posting materials received by the Commission in a variety of formats without making any alteration in the documents submitted. The Secretary committed to make every effort to find the means to include all of the public comment summary statements in whatever format they are delivered available in both the printed and web versions of the Minutes as soon as possible.

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Deputy City Attorney Adine Varah quoted the section of the Sunshine Ordinance related to the public comment summary statements, noting that its posting on the website requirement was currently defined as "to the extent possible". Responding to President Higueras' inquiry, Deputy City Attorney Varah proposed to clarify the requirements of the Sunshine Ordinance for the Commission should they wish to change their practice, but noted that it was the view of the Deputy City Attorney that the Minutes are in compliance with the Sunshine Ordinance.

MOTION: by Commissioner Swig, seconded by Commissioner Steiman moved approval of the Minutes of the Special Meeting of March 13, 2000.

ACTION: APPROVED Aye 5-0 (Chin, Higueras, Steiman, Streets, and Swig)

LABOR UNION REPORT
none offered

NEW BUSINESS
In response to a question by Acting President Higueras, the Commission Secretary informed the Commissioners that according to the Commission Bylaws the Vice President assumes the duties in the absence of the President. The Secretary confirmed that the Vice President serves as Commission President in all capacities in such a situation and that there was no specific requirement that the Commission hold an election for officers to conduct business. Noting that no replacement Commissioner had been appointed by the Mayor action to elect officers was deferred to a future meeting when such a new member might have been appointed and able to participate in choosing the Commission's officers.

Public comment: none offered

PUBLIC COMMENT
An anonymous member of the public commented on former Commission President Llorente's observation on speaking from the floor of the meeting, observed that like Kremlin watchers of old that the Deputy City Attorney's move to join the Commissioners on the stage portended an unknown significance. The anonymous member of the public expressed dismay concerning moving approval of meeting minutes to the end of the meeting and chided the Commissioners for not objecting and providing members of the public an opportunity to offer their views on the placement of the approval of the Minutes on the Commission's agenda. The anonymous member of the public observed that only summaries of public comments were required to be included in the meeting minutes and if submissions were not summaries of public comments conforming with the required limitation set forth in the Sunshine Ordinance they did not have to be included. Mr. Ed Regan requested extension of library public service hours from 6AM daily to Midnight, seven days a week for the entire year. Mr. Peter Warfield confirmed discussion with the Commission Secretary concerning inclusion of his public comment summaries, but objected that his comments were not included in the same manner as others. Mr. Warfield expressed disappointment

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that the Commission chose to hew to the narrow legal requirements in including these comment summary statements. Mr. Warfield lauded Commission comment opposed to allowing use of the Koret Auditorium for private events during library hours.

ADJOURNMENT

MOTION: that the meeting be adjourned was moved by Commissioner Streets, seconded by Commissioner Chin

Public comment: none offered

ACTION: APPROVED Aye 5-0 (Chin, Higueras, Steiman, Streets, and Swig)

The meeting was adjourned at 8:57PM

The number of members of the public who spoke anonymously at this meeting. 1

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Michael Housh, Commission Secretary 5/4/00

Minutes of the Regular Commission Meeting
of April 4, 2000

Appendix A

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Minutes of the Regular Commission Meeting of April 4, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 4, 2000

Item 3:
RESOLUTION COMMENDING COMMISSIONER LLORENTE

"I think the acting president is mistaken when he refers to this agenda item as 'typical.' I think it is unprecedented. I don't think there has ever been a formal resolution honoring an outgoing president.

I am disappointed that we are not electing a successor to the outgoing president.

An analogy from my family life would be, my mother married for love and that means – as it always has – that she learned to cook after she married. Therefore, whenever restaurant food was not good, she praised it extravagantly because she did not want the cook to feel badly. I suspect what we are passing this resolution in the same spirit.

I don't want Mr. Llorente to feel bad either. But I certainly hope that his successor will not follow his tenure as an example."

Minutes of the Regular Commission Meeting of April 4, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 4, 2000

Item 4:
CITY LIBRARIAN'S REPORT

"I want to address myself to the part of the report having to do with 'e-books.' The articles in recent national library publications have found this controversial. I would suggest that there is no shortage of companies that will offer you their products if you will advertise those products.

I am nervous that the library administration feels that it can do this as an administrative prerogative, without laying out for your approval the library policy implications. I think this is an area in which the library commission needs to assert itself as the policy body.

You may remember a committee of this commission took up the question of what was the proper review for receiving grants. I would submit that this is a perfect example of getting involved in something by receiving a grant that you may not want to get involved with. There are policy implications here."

Minutes of the Regular Commission Meeting of April 4, 2000

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 4, 2000

Item 6:
LIBRARY IMPROVEMENT FUND

"I suspect that the presenter misspoke because he referred to an overview of the revenues. The one page handout available to the public has no overview of revenues. I wonder if the commission is looking at a page the public does not have.

I am alarmed if things like foundation grants have been commingled into one fund. This is the first time I have heard anything like that. I hope you will pass that question along to the presenter, through the chair: Have grants from foundations been commingled with city money?"

Minutes of the Regular Commission Meeting of April 4, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 4, 2000

Item 7:
FINES AND FEES

"I notice that you are not approving an ordinance to go to the board of supervisors, you are authorizing the Acting City Librarian to draft one. I assume that is because you don't want to know about the details these generalities cover.

Two examples: The policy of making children's materials fine free rather than for children per se was originated by the legendary Effie Lee Morris not based on her inability to tell a child from an adult. It was based on an attempt to lower the barrier to children's materials. The library does not want people to let their borrowing privileges lapse because of an economic barrier.

Our priorities are: Maintaining the collection and maintaining a positive relationship with our clientele and getting money back from the public is a distant third. Therefore, allowing a collection agency to follow its policies rather than the library's policies is inherently dangerous."

Minutes of the Regular Commission Meeting of April 4, 2000

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 4, 2000

Item 8:
EVENTS MANAGEMENT

"Since the new Sunshine Ordinance requires that the public be treated equally, I assume that I will be granted the same amount of time as the previous speaker. (The president chuckles.)

The speaker said that the staff works at these events, an admission that the library administration has denied in the past.

I wonder if the commission feels it owes an apology to people who tried to recognize the realities acknowledged in this report.

The report states: 'The major purpose of this arrangement was to raise money for the library.' Completely untrue. The purpose was to raise money for the Library Foundation by 'leveraging contributions,' i.e., filling rich people with martinis and then squeezing them until they reach for their checkbook. In the interest of private money going into private hands, sensible judgment was suspended.

There is a serious issue about treating the Library Foundation differently from other private entities."

Minutes of the Regular Commission Meeting of April 4, 2000

Appendix A

The number of members of the public who spoke anonymously at this meeting. 1

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 4, 2000

Item 9:
APPROVAL OF THE 3/8/00 MINUTES

"The version on the website now corresponds to the printed version.

It is confusing to have the term Appendix A at the top of each summary, so that it is difficult to tell where Appendix A really starts.

The minutes state that 'Commissioner Coulter suggested that the city attorney's views concerning the adequacy of the notice of this item could be considered and not accepted.' What was actually said was that the anonymous citizen loses ninety-nine percent of his suits and that we should just go ahead and do it anyway. The unacknowledged contradiction is that the city attorney repeatedly claims that you respect the city attorney's advice and will follow it. That you would consider not following the city attorney's advice puts the lie to your previous position."

Minutes of the Regular Commission Meeting of April 4, 2000

Appendix A

The number of members of the public who spoke anonymously at this meeting. 1

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 4, 2000

Item 10:
APPROVAL OF THE 3/13/00 MINUTES

"Speaking parenthetically, with regard to the 3/8 minutes. If Ms. Swig is removed as not being in attendance, and no one else is added, then the commission must have met without a quorum.

I am unable to find the section that I intended to comment on, so I will sit down."

Minutes of the Regular Commission Meeting of April 4, 2000

Appendix A

The number of members of the public who spoke anonymously at this meeting. 1

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 4, 2000

Item 13:
PUBLIC COMMENT

"I will abandon the remarks I had prepared, in order to address some of tonight's issues.

I note that the representative of the city attorney's office has decided to change her perspective and sit with you. I hope it will not affect her opinions. I suspect that something so small is both subtle and persuasive. Certainly 'Kremlin watchers' have noted smaller changes.

The minutes are now approved at the end of the meeting. No commissioner raises the question of why they were not consulted about this, or why the public was never given the opportunity to advise them about the wisdom of this. It is acquiesced to without any formal decision or rationalization whatsoever. Yet, we are regarded as paranoid if we find this conspiratorial.

The law says that summaries must be summaries and that they are to be 'included,' not appended."

Appendix A

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Item 2. Ingleside Branch-Proposed Lease
Summary by Peter Warfield
Made at SFPL Commission Meeting of April 4, 2000

I wonder why the library is embarking on a lease when it has previously purchased space or constructed new buildings for branches.

This lease will cost $876,000 in rent over its minimum 10-year term, plus additional expenses for wiring and interior repairs, as documented in the summary lease attached to the Agenda of this meeting.

So I have three questions:

1. In light of an apparent policy to own, why is the library leasing, and for such a long term?

2. Has any consideration been given to streetcar track and other construction planned in the neighborhood, which others, including a newspaper account, have said will take several years and could cause noise, dust, and possible safety issues?

3. Have alternate locations been considered?

(A library employee responded to Commissioner Swig's follow-up question about construction plans, saying that no more Muni construction is planned except possibly at the City College turnaround.)

Appendix A

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Item 4. City Librarian's Report -- Summary of Public Comment by Peter Warfield Made at SFPL Commission Meeting of April 4, 2000

I agree with the previous speaker that the experimental eBook program just described by the City Librarian has significant policy implications.

This program permits an outside company to provide not just the eBook technology – but also to select titles of books the library will receive.

The library has an extensive Collection Development Policy, describing what to collect and to what depth. It concerns me that the library will be giving up control of title selection in this program. Additionally, it is not clear whether the hundreds of titles and their presumably unlimited availability might agree with or contravene the existing Policy. For example, the program might unbalance the collection or inappropriately emphasize certain points of view.

The Commission should consider the long-range, and short-range implications of this program, which is very much like a gift or a grant. (A gift or grant would require approval from the Board of Supervisors.)

Appendix A

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Item 7. Fines and Fees --
Summary of Public Comment by Peter Warfield
Made at SFPL Commission Meeting of April 4, 2000

Important policy changes seem to be included, unannounced, in the Fines and Fees revision being discussed here (and attached to the Agenda.)

For example:

1. The revision drops fees for circulating framed art prints. While this service may have been dropped with the move to the new building, its official abandonment is a reduction in service that should be discussed separately.

2. An outside collection agency will handle materials worth over $50. and more than 45 days overdue. Patrons will be charged a $10.00 "recovery surcharge."

I am very concerned that the library's own collection efforts are limited to a single letter, and that the collection agency might make inappropriate calls to patrons. or inappropriately affect their credit ratings. Sending a collection agency after patrons after sending only one late notice seems very harsh.

(A library employee confirmed that patrons would be "reported" if recovery/collection efforts are unsuccessful.)

Appendix A

The number of members of the public who spoke anonymously at this meeting. 1

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Item 8. Events Management (Report) -- Summary of Public Comment by Peter Warfield Made at SFPL Commission Meeting of April 4, 2000

I am glad we had this report by Ms. Smulyan.

Overall, it says that the library paid $310,000 to the Foundation/Friends over a multi-year period.

The result was a $28,000 loss.

These figures exclude certain hidden costs described by Ms. Smulyan.

While the report includes librarian overtime costs, it does not count the time spent by librarians working on events during regular working hours, according to the presenter. She also mentioned other hidden costs such as disruption and inconvenience.

As we've been told the library did not receive any of the proceeds – they apparently went to the City's general fund – the real loss is closer to $386,000.

I have a question regarding possible understatement of library expenses shown in the report. Why is the current-year figure so low, only about 10% of income, when expenses in other years were 25%-50% of income?

(No response was provided to this question.)

Appendix A

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Summary of Public Comment Made at SFPL Commission Meeting of April 4, 2000, Regarding Item 13, Public Comment

I am disappointed that the Commission took a strictly legalistic approach when it consulted its attorney and decided to do nothing about problems with its Minutes that I spoke about a few moments ago.

I had noted that the web version completely excluded my summary comments.

Those of others, however, were included.

It is unfortunate that a citizen requesting inclusion and equal treatment in the Commission's minutes is turned away with a strictly legalistic response. It is especially unfortunate because some Commissioners have previously accused others of being excessively legalistic.

The library is also raising a real digital divide if my summaries were excluded because they were not sent electronically, as stated by the Commission Secretary.

On another note, I would like to thank the Commissioner who earlier tonight opposed allowing private or fee events during library open hours in the Koret auditorium, as suggested in the Events Management report.

Peter Warfield

PRECIS OF DRAFT OFFICE LEASE AGREEMENT BETWEEN THE CITY & COUNTY OF SAN FRANCISCO, AS TENANT, AND LAN FONG HUEY, AS LANDLORD, FOR THE LEASE OF 1649 OCEAN AVENUE, SAN FRANCISCO, CA

The draft is dated March 3, 2000.

Premises:	Entire building exclusive of mezzanine
Rentable area of premises:	Approximately 5,000 square feet
Term:	Estimated commencement date: Upon approval by the Mayor and Board of Supervisors and substantial completion of the leasehold improvement work
Expiration date:	10 years
Extension options:	Two additional terms of five years each, exercisable by City by notice to landlord, with rent at 95% of the prevailing market rate
Base rent:	Annual: $87,600 ($17.52/sq ft) Monthly: $7,300 ($1.46/sq ft)
Use:	Ingleside Branch Library
Utilities:	City will be responsible for separately metered utilities
Services:	City will be responsible for janitorial service
Leasehold improvements:	The landlord will be responsible for improvements to the base building and renovations required to comply with the Americans Disabilities Act of 1990 and Title 24 of the California Code of Regulations. These are estimated to be no more than $150,000. Leasehold improvements for City's use will not exceed $100,000. The landlord is responsible for securing and paying for permits and fees necessary for the completion of leasehold improvements. The City is responsible for installing telecommunications, data, and computer-cabling equipment.

Repairs	The landlord is responsible for repairing and maintaining the exterior and structural portions of the building, as well as roof, heating, ventilating, plumbing, electrical, fire/life/safety, security, and mechanical systems. The City is responsible for repairing and maintaining the interior portions of the building.

4/4/00 LIBRARY CONSTRUCTION BOND FUND

Revenue	$145,382,141
Less Expenditures	$140,716,208
Less Encumbrance	$232,644
Available Balance	**$4,433,289**
Commitments Against Available Balance	**$453,124**
PG&E (Installation @ Main)	$204,043
PG&E (Cost of Ownership/Maint. @ Main)	$168,000
Chinatown A/C (Pending Supplemental)	$41,081
Presidio Boiler	$40,000
Balance Available for Main POE Projects	**$3,980,165**

SAN FRANCISCO PUBLIC LIBRARY
LIBRARY EVENTS MANAGEMENT REPORT

With the opening of the new Main Library in 1996, Library officials and the Library Foundation entered into a management agreement regarding the use of the Library for private rentals. Since then, the Library has paid a management fee to the Foundation each year, and the Foundation has managed, marketed and supervised the use of the rental spaces during the hours the Library is closed to the public. The major purpose of this arrangement was to raise money for the Library.

Overall, rental of the Main Library has provided some benefits, but it has not produced new revenue. Private events have allowed the public increased access to one of the City's most important civic facilities, and event evenings have brought vitality and new life to the southeastern end of the Civic Center. The Library has also been a source of great civic pride when serving as the venue for major public events like the meeting of the U.S. Conference of Mayors in 1997. However, early income projections have not been realized and seem unlikely to be realized in the future.

Even if the program had produced new revenue, it would not have affected the Library's budget because of the way the City treats the anticipated revenue in the budget process. The Library's annual budget includes two major sources of City funds:

1. An allocation from the Library Preservation Fund which was created when the voters approved Proposition E in 1994. The Fund is a direct set-aside of City property taxes.
2. An additional contribution from the General Fund also required by Proposition E.

When the Library's General Fund contribution is determined, the amount anticipated in event revenue is considered part of that contribution. In effect, the required General Fund contribution is lowered by the amount the Library expects to earn from events. Regardless of how much money is generated from the events program – it could be $5 or $1,000,000 – the Library would receive the same amount of funding. The actual benefactor of any event revenue is the City's General Fund.

EVENTS: JUNE 7, 1996 – APRIL 1, 2000

	1995-96	1996-97	1997-98	1998-99	1999-00
Reception/Program	1	11	17	12	3
Filming	0	1	8	1	8

- Forty-four private reception/program type events and 18 filming events have taken place. In addition, two small events have just been booked for May.

RECEPTION/PROGRAM TYPE EVENTS

- Almost all of the reception/program events have been held on Friday, Saturday and Monday evenings, and the majority have started at either 6:30 or 7:00 PM

- The Latino/Hispanic Meeting Room and the Atrium have been used the most (32 events for the Meeting Room and 24 for the Atrium). The Meeting Room was used most often because it was included in all Atrium rentals for set-up, as well as being rented separately.
- Of the rental areas available, the ones used the least were the 6th Floor Terrace (3 events), Café (5 events) and 6th Floor Skylight (7 events).
- Most rentals have been to nonprofit, educational or civic organizations and to public agencies.

FILMING EVENTS

- The 18 filming events took place over 35 separate days.
- The biggest events included filming for the movie *City of Angles* in 1997, and five separate filmings for the television series *Nash Bridges*.
- The number and size of filming events varies significantly from year to year.

EVENTS MANAGEMENT PROGRAM REVENUE AND ESTIMATED EXPENSES

	1995-96	1996-97	1997-98	1998-99	1999-00	Total
Gross Revenue	7,500	95,850	131,750	58,700	64,750	358,550
Estimated Overtime Costs	1,965	20,254	23,707	23,761	6,971	76,658
Estimated Net Revenue	5,535	75,596	108,043	34,939	57,779	281,892
Management Fee	0	50,000	100,000	100,000	60,000	310,000
Estimated Yearly Revenue	5,535	25,596	8,043	(65,061)	*(2,221)	*(28,108)

*These estimates are through March 2000.

- As the table indicates, in the first few years the events program earned money; however, it resulted in a deficit in 1998-99; and, to date, there is a small deficit this year.
- Financially, filming activities are more beneficial than other types of events because all staff overtime costs are billed in addition to the fee charged. For all other events, staff overtime costs are considered part of the fee and have to be deducted to determine net revenue.
- There is a direct relationship between the size of the event and the proportion of the fee that is needed to recover overtime costs. Small events ($1,500 and under) average overtime charges amounting to 83% of the fee. Medium events ($2,500 - $5,500) average overtime charges amounting to 44.7% of the fee. Large events ($6,000 and above) average overtime charges amounting to 26.2% of the fee.

PROGRAM ANALYSIS

- There was a basic assumption underlying the development of the program that either San Francisco had an unmet need that the Library could fulfill, or that the Library would be such a desirable location that it would capture business from other institutions.
- Event managers interviewed during this study all said the market is quite competitive and most demands are being met – except for the holiday season and occasional special events. The one ongoing exception mentioned was a daytime demand for smaller spaces in the Civic Center.

- It is very difficult for the Library to be competitive. It is priced at the high end of the market and is not available during the hours that most events take place. The changes implemented this year in the Library's hours of operation have made it more difficult to rent the facility for large evening events. The earliest start time is usually one hour after closing and that is too late for many events. In addition, other venues are available earlier in the day for event set-up and preparation.
- If the Library could be competitive, it would take a considerable number of events to produce a significant return in revenue. Early program projections called for 52 events a year. That is more than three times the average number of events that occurred over the three busiest years. In addition, for the program to be profitable most events would have to be large events. It is not easy to integrate large events into the Library's public service schedule, and it is questionable as to whether it would be beneficial to attempt such an expansion of activity.

RECOMMENDATIONS

San Francisco's Main Library is a beautiful building that remains a source of great civic pride. Allowing private rental of the facility increases public access, generates political goodwill, and has the potential to earn some revenue. However, the current events management program is not a cost-effective approach. The following recommendations are presented for consideration – all of them intended to enhance the public image of the Library, earn a modest return and/or fill an unmet public need.

1. Continue to allow filming activities.
2. Continue to allow occasional City-sponsored events, at cost.
3. Continue to allow events sponsored by the Friends and Library Foundation, at cost.
4. Re-evaluate Library costs associated with events and charge sponsors for all event-related costs including Library staff time spent working on events during normal business hours.
5. Discontinue other private events and the current management agreement.
6. Consider allowing private rentals of Koret Auditorium during Library open hours. Currently, the Koret is underused and vacant for many blocks of time. During these periods it is locked and not available to the public, making it the one space in the Library that could be used without impacting public use of the Library. This recommendation is intended to provide a public service and meet a stated need. It should only be implemented if it can be done without having a negative effect on the Library's own public programs and public use of the auditorium.
7. Depending on the amount of activity expected, determine if there is an existing staff person who can oversee events or if it will require creation of a new position.
8. Ask the Board of Supervisors to consider an amendment to the Administrative Code that would allow the Library to keep any revenue earned from private rentals and dedicate its use for improved maintenance of the facility and purchase of replacement equipment.

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A.
Vice President

Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Dian W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A special meeting of the San Francisco Public Library Commission called by the Acting Commission President will be held as follows:

DATE: Thursday, April 20, 2000
TIME: 5:30PM
PLACE: Koret Auditorium
Main Library, lower level

The meeting will be called to order

AGENDA* **:

1. BRANCH LIBRARY ASSESSMENT — ACTION

   Presentation and discussion of goals and priorities for capital improvements to the Branch Library system, possible preparation by Library administration of a proposal for a General Obligation Bond to pay for such improvements, and possible action to authorize the Acting City Librarian and Library staff to prepare such a bond proposal and submit a report to the Capital Improvement Advisory Committee in connection with such proposal.

2. PUBLIC COMMENT — DISCUSSION

   (This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

3. ADJOURNMENT (requires motion and public comment) — ACTION

*Public comment will be taken before or during the Library Commission's consideration of each agenda item.

**Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.

4/14/00 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Rachel Arnstine O'Hara, Clerk, the Sunshine Ordinance Task Force, City Hall, Room 362 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or at 415/554-6171 ph. 415/554-6177 FAX and website at Rachel_ArnstineO'Hara@ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
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SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the special meeting of Thursday, April 20, 2000

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A.
Vice President

Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Darian W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

The San Francisco Public Library Commission held a special meeting on Thursday, April 20, 2000 in the Koret Auditorium, lower level, Main Library.

The meeting was called to order at 5:42PM by Acting President Charles A. Higueras, A.I.A..

The following members were noted present: President Higueras, and Commissioners Chin, Steiman, and Streets.
Commissioners Coulter and Swig were noted excused attendance.

BRANCH LIBRARY ASSESSMENT AND BOND PROPOSAL

Acting City Librarian Susan Hildreth provided the Commissioners with an overview of previous voter approved funding for library improvements and an outlined work done at specific branches using various state and local bond funds and other funds made available by the San Francisco voters in recent years. Ms. Hildreth reminded the Commissioners concerning the extensive efforts made during the early 1990s to identify and propose remedies for branch library seismic safety needs through the ESP program. The Acting City Librarian detailed the wealth of information concerning conditions at branch libraries that had been gathered during these many projects. Ms. Hildreth suggested that given the readily apparent needs found in branches throughout the library system, the strong support for the state Library Improvement Bond, (77% in San Francisco), and the likelihood of significant increased costs for renovation, construction, and to purchase property for new branch libraries that going forward with a bond proposal would be very timely.

Ms. Donna Corbeil, Chief of Branches provided the Commissioners with a survey of the 26 branch libraries, 21 in city owned facilities and 5 rental locations, in the system. She pointed out that more than half of the branches were more than 50 years old, with 7 dating from the era of library construction gifts from Industrialist Andrew Carnegie from 1909 to 1920. Ms. Corbeil reported on the difficulties in bringing the many older branch libraries into compliance with the requirements of the Americans With Disabilities Act (ADA) noting that only 17 branches have some wheel chair access. She noted despite some access upgrades made with previous branch improvement funds, significant accessibility needs remain to be addressed. The Chief of Branches related some of the patron concerns with accessibility related problems and described the seismic hazard problems. Ms. Corbeil provided the

Total number of members of the public who spoke anonymously at this meeting: 1

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker . Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Commissioners with additional background information concerning serious electrical system deficiencies in many branches and described in detail many problems staff and patrons experienced in fulfilling increased public service needs in older buildings they were not designed to accommodate. The Chief of Branches also called attention to the need for construction of a new branch library in the rapidly developing Mission Bay/South of Market neighborhood.

Ms. Tara Lamont, Department of Public Works informed the Library Commissioners concerning the extensive efforts which the DPW Bureau of Architecture had undertaken to pull together a complete and detailed analysis of branch library needs. Ms. Lamont noted that complete data including cost estimates had been available for ten branches, that further review identified nearly complete information available on five additional branches, and that surveys available from the Department of Public Works' Facilities Condition Monitoring Team had provided additional important data on other existing branches. Ms. Lamont discussed in detail the information also available concerning the construction of new branches and likely renovation costs. Based on the Department of Public Works extensive experience in recent years concerning new facilities construction and renovation of older city facilities, Ms. Lamont expressed confidence that a complete and practical bond proposal report could be prepared and brought to the Commission for its approval for submission to the Capital Improvement Advisory Committee, (CIAC). Mr. Jorge Alfaro, Bureau of Architecture, Department of Public Works, described in some detail the various efforts that his agency has made to gather complete information concerning the needs of the branch libraries, to address the items outlined by Library Administration in its scope of work, and to identify attendant costs.

The Acting City Librarian commended the Department of Public Works staff for their cooperative efforts in bringing this proposal forward. She then discussed with the Commissioners the timeline (copy attached) for placing a General Obligation Bond before the voters. She noted as of primary importance the presentation of a recommended bond proposal for the Commission's review and possible approval at its next regular meeting on May 2, 2000. Ms. Hildreth noted that the complete bond report, if approved, would then be taken before the Capital Improvement Advisory Committee at its May 3, 2000 meeting for its review and consideration. The Acting City Librarian then described a series of critical dates leading to the Board of Supervisors decision to place this matter before the voters. Ms. Hildreth called the Commissioners attention to a single page handout, (copy attached), outlining key considerations in developing the branch renovation plan. She identified project priorities as; the phasing of the project, determining and maintaining the most cost effective way to carry out projects, identifying and maximizing the potential for a successful application for State Library Construction Bond Fund (Prop. 14) for some of these projects without counting on this as a guaranteed source of funding, addressing relocation issues created in the course of branch renovation projects, and creating a project management team to maintain tight control of project management and project costs throughout the term of the bond issue.

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker . Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Public comment: Mr. Jim Sutton, Friends and Foundation Board Member, expressed the Friends and Foundation's strong support for placing a branch library construction, renovation, and improvement bond on the ballot. Mr. Sutton informed the Commission that the Friends and Foundation would support a campaign to gain approval of the proposed bond. An Anonymous member of the Public observed that the presentation for this proposal was very low key for a major project, discussed previous bond issues promising to renovate branch libraries, cited unrealistic cost estimates for previous branch renovation bond proposals, and called attention to the single sheet of information offered and the short time frame available to consider the matter. Mr. Ed Regan expressed support of branch library renovation in general, but opposed a proposal to eliminate branch libraries in rental locations, and suggested that all branches should have a full basement, a senior citizens room, a community room, and a pamphlets room. Mr. Peter Warfield expressed surprise at what seemed to him to be extraordinary haste in bringing this issue to the Commission and commented that documents concerning this proposal had been unavailable until the prior to the meeting. Mr. Warfield further noted no mention of the cost of this proposal. He also inquired concerning the electrical upgrades proposed at branch libraries, recalling that the Commission had just approved a supplemental appropriation request for just such work. Mr. Warfield questioned the rationale for using bond money to address matters such as poorly maintained branches. Mr. Warfield called for a greater emphasis on patron services. Ms. Toni Bernardi, Chief of Children and Youth Services highlighted the importance of and dire need for branch library improvements to provide the kind and quality of children and youth services that library staff would like to provide and the proposed bond issue could fund. Ms. Deborah Doyle, Friends and Foundation, spoke in favor of the proposed branch renovation bond proposal as a user of several branch libraries, noted the importance of addressing seismic safety concerns at high risk branch libraries, and commented that the favorable economy created a good opportunity to ask the voters to undertake systemwide improvements in our libraries.

In response to a question by Commissioner Streets, Mr. Alfaro responded that the bond proposal would include upgrading all of branches with seismic safety risk level 4s, level 3s, and a level 2 which also needed accessibility structural work. Mr. Alfaro also described to Commissioner Streets, the collaborative process between the Library and the Bureau of Architecture that would be used in planning the new branch libraries to be constructed. The Acting City Librarian described examples of how Library administration proposed branch expansions citing the Eureka Valley/Harvey Milk Branch as typical of one approach and the Richmond Branch as another. In answer to questions by Commissioner Steiman, the Acting City Librarian and Mr. Alfaro described the manner in which various kinds and levels of assessment of branch libraries were carried out. Commissioner Steiman requested more refined estimates of costs and a detailed report on each branch be provided to the Commission at the May 2, 2000 Meeting. Responding to Commissioner Chin, the Acting City Librarian did not rule out the possibility of a free or low cost space for a proposed

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In response to a question by Acting President Higueras, Deputy City Attorney Adine Varah clarified the Commission's options within the agenda item's description for action as being either to direct library staff to prepare a General Obligation Bond request for the Commission's approval at its May 2, 2000 meeting or to authorize both the preparation of the bond request for the Commission's approval and its submission to a May 3, 2000 meeting of the Capitol Improvement Advisory Committee, (CAIC).

MOTION: By Commissioner Chin, seconded by Commissioner Steiman that the Commission authorize Library staff to prepare a detailed General Obligation Bond proposal

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for branch Library construction and improvements for the Commission's approval at its May 2, 2000 Regular meeting.

ACTION: Aye 4-0 (Chin, Higueras, Steiman, and Streets)

Public comment: Mr. Ed Regan recommended a system wide extension of library public service hours from 6AM to Midnight, seven days per week, throughout the entire year. In addition, Mr. Regan suggested formation of a committee of Commissioners or of branch librarians to consider and evaluate branch library needs.

ADJOURNMENT

MOTION: that the meeting be adjourned was moved by Commissioner Streets, seconded by Commissioner Steiman.

Public comment: none offered

ACTION: APPROVED Aye 4-0 (Chin, Higueras, Steiman, and Streets)

The Meeting was adjourned at 7:05PM

Michael Housh, Commission Secretary 4/27/00

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Minutes of the Special Commission Meeting
of April 20, 2000

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CONSIDERATIONS IN DEVELOPING BRANCH RENOVATION PLAN

Renovation plan includes all branches except Chinatown, Mission and Ocean View.

PROJECT PRIORITIES

1. Seismic safety.
2. Accessibility.
3. Modernization, including infrastructure upgrades.
4. Replacement of rental sites by city-owned branches and new branch in Mission Bay.
5. Additional square footage in existing branches.
6. System-wide support services center.
7. Brooks Hall renovation.
8. Interior improvements to branches that have been seismically upgraded and made accessible (Park, Presidio, Sunset).

PROJECT PHASING

1. 3-4 branch renovations included in each phase, although some projects may overlap.
2. All seismic "4's" done in first phase.
3. Property for city-owned branches purchased as soon as possible; building projects implemented in later phases.

COST-EFFECTIVENESS OF PROJECTS

All projects should be done in the most cost-effective manner possible while maintaining the architectural integrity of the facilities. Analysis of replacement versus renovation costs should be done in situations where replacement may be more cost effective than renovation, unless facility is an historic structure.

PROPOSITION 14 POTENTIAL FUNDING

Renovation plan assumes that no projects will be funded from Proposition 14. Proposition 14 applications will be made and project funding modified, if funds are awarded.

RELOCATION OF BRANCHES DURING RENOVATION

Services will be offered in alternative manners during construction.

1. Resource libraries will be relocated to mobile facilities or alternate sites, if available; and portions of collections may be housed in neighboring libraries.
2. Factors considered in determining service alternatives:
   a. Specialized collections
   b. Availability of location for mobile facilities or alternative sites.

PROJECT MANAGEMENT/RELOCATION COSTS

Project management team would be required to implement projects. All allowable project management and relocation costs would be included in bond.

GO BOND ISSUE SCHEDULE FOR NOVEMBER 7, 2000, ELECTION

Days Before Election		
188	May 3, 2000	Scheduled day to submit full details to the Capital Improvement Advisory Committee.
186	May 5, 2000	Last day to submit data required by City Attorney for drafting resolution of public interest and necessity.
176	May 15, 2000	Last day to introduce resolution. **[San Francisco Administrative Code Section 2.34]**
155	June 5, 2000	Last day for Capital Improvement Advisory Committee to submit report.
146	June 14, 2000	Last day for Finance and Labor Committee action on resolution.
141	June 19, 2000	Last day for Board to adopt resolution of public interest and necessity. **[San Francisco Administrative Code Section 2.34]**
127	July 3, 2000*	Last day to introduce ordinance calling for GO Bond Election. **[*Note: July 3 meeting of the Board is canceled pursuant to Rules of Order Section 6.2 (following day is a holiday). Board meeting prior to July 3 is June 26.]**
118	July 12, 2000	Last day for Committee hearing prior to reference to Board.
113	July 17, 2000	Last day for passage for second reading of ordinance calling for GO Bond Election.
106	July 24, 2000	Last day to finally pass ordinance calling for GO Bond Election.
102	July 28, 2000	Last day for submission to Director of Elections.
99	July 31, 2000	Last day to submit ordinance; does not take into account Municipal Elections Code requirements. **[San Francisco Administrative Code Section 2.34]**

DOCUMENTS DEPT.
MAY 17 2000
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A.
Vice President

Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Darian W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION (As approved May 2, 2000)
Minutes of the special meeting of Thursday, April 20, 2000

The San Francisco Public Library Commission held a special meeting on Thursday, April 20, 2000 in the Koret Auditorium, lower level, Main Library.

The meeting was called to order at 5:42PM by Acting President Charles A. Higueras, A.I.A..

The following members were noted present: President Higueras, and Commissioners Chin, Steiman, and Streets.
Commissioners Coulter and Swig were noted excused attendance.

BRANCH LIBRARY ASSESSMENT AND BOND PROPOSAL

Acting City Librarian Susan Hildreth provided the Commissioners with an overview of previous voter approved funding for library improvements and an outlined work done at specific branches using various state and local bond funds and other funds made available by the San Francisco voters in recent years. Ms. Hildreth reminded the Commissioners concerning the extensive efforts made during the early 1990s to identify and propose remedies for branch library seismic safety needs through the ESP program. The Acting City Librarian detailed the wealth of information concerning conditions at branch libraries that had been gathered during these many projects. Ms. Hildreth suggested that given the readily apparent needs found in branches throughout the library system, the strong support for the state Library Improvement Bond, (77% in San Francisco), and the likelihood of significant increased costs for renovation, construction, and to purchase property for new branch libraries that going forward with a bond proposal would be very timely.

Ms. Donna Corbeil, Chief of Branches provided the Commissioners with a survey of the 26 branch libraries, 21 in city owned facilities and 5 rental locations, in the system. She pointed out that more than half of the branches were more than 50 years old, with 7 dating from the era of library construction gifts from Industrialist Andrew Carnegie from 1909 to 1920. Ms. Corbeil reported on the difficulties in bringing the many older branch libraries into compliance with the requirements of the Americans With Disabilities Act (ADA) noting that only 17 branches have some wheel chair access. She noted despite some access upgrades made with previous branch improvement funds, significant accessibility needs remain to be addressed. The Chief of Branches related some of the patron concerns with accessibility related problems and described the seismic hazard problems. Ms. Corbeil provided the

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Commissioners with additional background information concerning serious electrical system deficiencies in many branches and described in detail many problems staff and patrons experienced in fulfilling increased public service needs in older buildings they were not designed to accommodate. The Chief of Branches also called attention to the need for construction of a new branch library in the rapidly developing Mission Bay/South of Market neighborhood.

Ms. Tara Lamont, Department of Public Works informed the Library Commissioners concerning the extensive efforts which the DPW Bureau of Architecture had undertaken to pull together a complete and detailed analysis of branch library needs. Ms. Lamont noted that complete data including cost estimates had been available for ten branches, that further review identified nearly complete information available on five additional branches, and that surveys available from the Department of Public Works' Facilities Condition Monitoring Team had provided additional important data on other existing branches. Ms. Lamont discussed in detail the information also available concerning the construction of new branches and likely renovation costs. Based on the Department of Public Works extensive experience in recent years concerning new facilities construction and renovation of older city facilities, Ms. Lamont expressed confidence that a complete and practical bond proposal report could be prepared and brought to the Commission for its approval for submission to the Capital Improvement Advisory Committee, (CIAC). Mr. Jorge Alfaro, Bureau of Architecture, Department of Public Works, described in some detail the various efforts that his agency has made to gather complete information concerning the needs of the branch libraries, to address the items outlined by Library Administration in its scope of work, and to identify attendant costs.

The Acting City Librarian commended the Department of Public Works staff for their cooperative efforts in bringing this proposal forward. She then discussed with the Commissioners the timeline (copy attached) for placing a General Obligation Bond before the voters. She noted as of primary importance the presentation of a recommended bond proposal for the Commission's review and possible approval at its next regular meeting on May 2, 2000. Ms. Hildreth noted that the complete bond report, if approved, would then be taken before the Capital Improvement Advisory Committee at its May 3, 2000 meeting for its review and consideration. The Acting City Librarian then described a series of critical dates leading to the Board of Supervisors decision to place this matter before the voters. Ms. Hildreth called the Commissioners attention to a single page handout, (copy attached), outlining key considerations in developing the branch renovation plan. She identified project priorities as; the phasing of the project, determining and maintaining the most cost effective way to carry out projects, identifying and maximizing the potential for a successful application for State Library Construction Bond Fund (Prop. 14) for some of these projects without counting on this as a guaranteed source of funding, addressing relocation issues created in the course of branch renovation projects, and creating a project management team to maintain tight control of project management and project costs throughout the term of the bond issue.

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MOTION: By Commissioner Chin, seconded by Commissioner Steiman that the Commission authorize Library staff to prepare a detailed General Obligation Bond proposal

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for branch Library construction and improvements for the Commission's approval at its May 2, 2000 Regular meeting.

ACTION: Aye 4-0 (Chin, Higueras, Steiman, and Streets)

Public comment: Mr. Ed Regan recommended a system wide extension of library public service hours from 6AM to Midnight, seven days per week, throughout the entire year. In addition, Mr. Regan suggested formation of a committee of Commissioners or of branch librarians to consider and evaluate branch library needs.

ADJOURNMENT

MOTION: that the meeting be adjourned was moved by Commissioner Streets, seconded by Commissioner Steiman.

Public comment: none offered

ACTION: APPROVED Aye 4-0 (Chin, Higueras, Steiman, and Streets)

The Meeting was adjourned at 7:05PM

Michael Housh, Commission Secretary 5/3/00

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 20, 2000

Item 3:
BRANCH LIBRARY ASSESSMENT

"I am charmed by the unheralded and vague presentation on such a monumental undertaking. The Acting City Librarian's necessarily brief background omitted that under Proposition A the argument was made that it would renovate all of the branches. The Civil Grand Jury roundly criticized the responsible parties for misleading the voters on that issue. Only four and one half branches were renovated under that bond issue.

There has been an almost legendary ability to make estimates that are wildly unrealistic. Particularly Park and Chinatown cost substantially more than was originally estimated.

Yet, based on that past, we only have one sheet of information and a very short time frame to support this proposal.

I feel humble as to how to advise you."

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PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, May 2, 2000
TIME: 5:30 PM
PLACE: Koret Auditorium
Main Library, lower level

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A.
Vice President

Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Darian W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

The meeting will be called to order

AGENDA*: **

1. CITY LIBRARIAN'S REPORT — DISCUSSION
by Acting City Librarian Susan Hildreth
(This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of: an update on Tool Lending Center, information on the Ocean View opening, an update on Prop 14, and an update on April 26th Finance Committee action on Library supplementals.

2. OCEAN VIEW CONSTRUCTION REPORT — DISCUSSION
by Mr. Edgar Lopez, Department of Public Works
A status report on, and discussion of, the construction of the new Ocean View Branch Library.
Explanatory document: construction progress report

3. BRANCH LIBRARY IMPROVEMENT GENERAL OBLIGATION BOND — ACTION
Presentation of, discussion of, and possible action to recommend submission of proposed Branch Library Improvement Bond Initiative legislation to the Board of Supervisors requesting voter approval of a seismic safety and improvement bond issue for branch library construction, renovation, and improvements, to approve a draft of a corresponding report to the Capital Improvement Advisory Committee, (CIAC), and to authorize the submission of such report to the CIAC.
Explanatory document: draft CIAC Request

4. AFFINITY CENTERS REPORT — DISCUSSION
Presentation of, and discussion of, a status report on Library Affinity Centers activities.
Explanatory document: report on Affinity Centers at the Main Library.

5. APPROVAL OF THE APRIL 4, 2000 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of April 4, 2000.
Explanatory Document: draft minutes

6. APPROVAL OF THE APRIL 20, 2000 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of April 20, 2000.
Explanatory Document: draft minutes

7. UNION REPORT — DISCUSSION
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

8. NEW BUSINESS — DISCUSSION
(This item is to allow Commissioners to introduce new agenda items for future consideration.)

9. PUBLIC COMMENT — DISCUSSION
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

10. ADJOURNMENT (requires motion and public comment) — ACTION

***Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

****Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.**

4/27/00 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
4/26/00

AFFINITY CENTERS AT THE MAIN LIBRARY

AFFINITY CENTER	CHINESE	FILIPINO	STEGNER	AFRICAN-AMERICAN	HORMEL
STAFF CONTACT	Doris Tseng (X4495)	Estela Manila (X4425)	Wendy Owens (.5 FTE)(X4473) Terry Gwiazdowski Eunice Groark, F&F	Vacant	Jim Van Buskirk (X4566) Joan Annsfire (.5FTE) Robert Giannasca F&F
FUNDING WHERE FROM?	$1,900 Lib. Budget	$1,900 Lib. Budget	$3,500 Lib. Budget (periodicals)	$3,000 Lib. Budget	$9000 Lib. Budget $163,740 F&F
SCOPE OF COLLECTION	Chinese interest--books in Engiish on Chinese subjects-	Phillipine history, peoples and culture; Filipino-American immigrant exp and culture;Filipino and other languages	Materials on the environment and preservation of natural resources	History, traditions, and culture of African-Americans	Preserve and make accessible the record of gay and lesbian experience; focus on No. Calif
OUTREACH ACTIVITIES	Press releases;tours; flyers; letters to community colleges; exhibit contacts; newspaper articles in Chinese press	Programs; exhibits and displays; tours to special groups; visits to schools and colleges; flyers, press releases, and brochues; participate in events	Programs and exhibits; intensive workshops; author readings; developing branch programs	Shared database with Af.-Am Historical Soc and Cultural Center; exhibits and programs both at Main and in branches; networking	Exhibits and programs; website; networking and collaborations; email questions; tours; speaking engagements
CURRENT VOLUNTEER HELP	Processing and shelving of books	F&F helps sponsor programs; publicity	Eunice is fulltime outreach paid by F&F	Greeters in Center; some volunteers for individual programs	Greeters in Center; ad hoc volunteers for events or programs; donations
DESIRED VOLUNTEER HELP	Volunteers in Chinese Center	Compile reading lists, etc	Not necessary; could cover Stegner center	Additional greeters	Additional greeters

AFFINITY CENTERS AT THE MAIN LIBRARY

AFFINITY CENTER	CHINESE	FILIPINO	STEGNER	AFRICAN-AMERICAN	HORMEL
PLAN OF SERVICE FOR NEXT 2 YEARS	Expand collection; more outreach and programs; add Chinese wordprocessing; strengthen Shanghai and Taipei Friendship libraries; photos of famous Chinese-Americans	Expand programs, exhibits; increase materials budget in all formats; digitize special collections	Reorganize collection; establish materials budget; community partnerships for services, programs, etc; request funding for FT librarian	Expand programs, collections, exhibits, and website	Expand program thru library system; add to website, online exhibits; increased collections and archives
POSSIBLE FUNDRAISING	Chinese-Am writers lectures; grants for more materials	Donations for materials; grants for more and better exhibits and programs	Donations for materials	Increased materials	Increased materials; more digitizing;
MISC.		Probably only Filipino-American center in Am. public library	Affinity group has become more active by having Eunice and Wendy. Group is committed environmentalists	New full-time librarian will have new ideas and program will expand	A Gay, lesbian, bi and transsexual taskforce meets regularly on library service; Hormel Endowment Committee meets biannually; many demands on current staff.

City and County of San Francisco

Willie Lewis Brown, Jr., Mayor
Mark A. Primeau, AIA, Director

(415) 557-4700
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Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102-6020

Tara D. Lamont, AIA, Bureau Manager

OCEAN VIEW BRANCH LIBRARY

UPDATE REPORT (April 2000)

General Contractor:	Pacific Engineering Builders Inc.
Start Date:	March 29, 1999
Original contract time:	365 calendar days
Extension granted:	27 days
Original completion date:	March 28, 2000
Revised completion date:	May 8, 2000
Anticipated completion date:	**May 19, 2000**
Contract amount:	$ 1,259,177
Approved Change Orders:	$ 39,133
Percentage of completion as of April 30	97%

Construction Progress/Issues

- Interior finishes.
- Installation of exterior public artwork.

Construction Schedule

- The Contractor's schedule anticipates to substantially completing all work by May 12.
- The grand opening ceremony has been scheduled for June 7.

- Work to be performed within the next two weeks includes:
  Pour new sidewalk and complete punch list work.

Change Order Summary

As of April 30, the total amount of approved Change Orders is $39,133. The City is currently negotiating and additional $16,000 in Change Orders required to close the job.

Summary of Approved Change Orders:

- Change Order No. 1: $3,000
  Modifications to site grading due to unforeseen condition involving adjacent properties.

- Change Order No. 2: $6,242
  Client requested to add a storage closet and modify the book shelving. Also includes a modification to artwork structural support.

- Change Order No. 3: $7,807
  Client requested to add a horizontal blind at second floor skylight, change in electrical outlet boxes, additional reinforcing steel bars at mechanical equipment pads.

- Change Order No. 4: $3,309
  Client requested changes to the electrical and telecommunication systems. Also, it includes a modification to the book depository, and additional core drilling for electrical panel.

- Change Order No. 5: $6,260
  Modify depth of bookshelves at circulation desk, install an infrared audible sign "Talking Sign", add window pockets for horizontal blinds at first floor, and add dedicated electrical switch for elevator.

- Change Order No. 6: $12,515
  *PG&E service connection fee and upgrade of exterior paint.

Change Orders under negotiation:

- Change Order No. 7: $16,000
  *Water Dept. connection fee, signage for exterior public art work, dedication plaque, flowers for exterior planter boxes, additional carpet tiles for future maintenance, and horizontal blinds for first floor reading area.

*$17,041 attributed to service connection fees from PG&E and the Water Dept. were budgeted separate from the construction contract but paid through change orders.

DRAFT

DOCUMENTS DEPT.

MAY 3 0 2000

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

illie L. Brown, Jr.
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nnie K. Chin
ven A. Coulter
rol Steiman
n A. Streets
rian W. Swig
mmissioners

gina Minudri
v Librarian

chael Housh
mmission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, May 2, 2000

The San Francisco Public Library Commission held a regular meeting on Tuesday, May 2, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:36PM by Acting President Charles A. Higueras, A.I.A.

The following members were noted present: Acting President Higueras and Commissioners Steiman, Streets and Swig.

Commissioner Coulter joined the meeting at 5:38PM.

Commissioner Chin was noted excused attendance.

ACTING CITY LIBRARIAN'S REPORT

Acting City Librarian Susan Hildreth informed the Commissioners concerning recent developments in the creation of a Tool Lending Center. Ms Hildreth described the process recommended by the City Attorney in establishing a grant funded program for this purpose. Ms. Hildreth noted the proposed schedule would be a Request for Proposals (RFP) in June, applications in July, negotiation of an agreement in August, and hopefully the beginning of the Tool Lending Center program by October. She further informed the Commissioners of the availability of funding for this program in the Library's 2000-2001 Budget. The Acting City Librarian informed the Commission of the scheduled closing of the current Ocean View Branch Library on May 19, 2000 and the proposed opening festivities for the new Ocean View Branch Library on June 7, 2000 and about a community celebration on June 10, 2000. Ms. Hildreth reported that building repairs would require closure of the Presidio Branch Library for a week beginning on May 14, 2000. Ms. Hildreth informed the Library Commission that Sen. Dede Alpert, and Assemblywoman Gloria Romero had been appointed to the Prop. 14 (State Library Construction and Improvement Bond) Bond Board with the Governor's, Department of Finance, the State Treasurer's appointments pending. Ms. Hildreth told the Commissioners that the Board of Supervisor's Finance and Labor Committee had approved supplemental appropriations for the Library for air conditioning the Chinatown Branch and a $402,000 supplemental for branch library electrical upgrades. The Acting City Librarian noted that this amount was greater that the $390,000 for six branches which the Library Commission had requested. She discussed how a re-evaluation of cost factors by the Department of Public Works resulted in significant increases

The number of members of the public who spoke anonymously at this meeting. 1

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in the estimates of cost per branch of this work, reducing the number of branches which could be upgraded with the amounts requested. Ms . Hildreth pointed out that the need for a completely new electrical vault at the Richmond Branch Library contributed significantly to the overall increased cost of the electrical upgrades needed.

Public Comment: Mr. Peter Warfield inquired concerning the presence of an unfamiliar person on the dais with the Commissioners and complained that the Commission had not considered approval of previous meeting minutes prior to hearing reports concerning topics which they had previously discussed, citing an April 4 commitment by the Acting City Librarian to make the revised Fines and Fees Schedule available to the public prior to its going into effect. Mr. Warfield also questioned changes in amount of the supplement appropriation requested for branch library electrical upgrades and the number of branch libraries to be upgraded. An anonymous member of the public, based on attendance at the Board of Supervisor's Finance and Labor Committee Hearing, discussed what the anonymous member of the public viewed as the realities underlying changes in amounts of funding requested for branch library electrical upgrades and the numbers of branches to be upgraded. The anonymous member of the public cited concerns expressed by Commissioner Streets concerning costs involved with the acceptance of grants, and noted Acting President Higueras' confirmation of these increased costs as evidence that the Commission did not understand the commitment of funds it was making when approving such grant related projects by basing their decision on unrealistic estimates and ignoring the likelihood of future escalation of the costs involved. Ms. Pat Krevins, Friends and Foundation, spoke in favor of approval of creating a tool lending center, crediting City Librarian Regina Minudri's hard work in making the project such a great success for the Berkeley Public Library despite some initial misgivings by some Berkeley residents.

In response to questions by Commissioner Steiman, the Acting City Librarian explained the that the increased improvements cost reflected a reality that the three libraries selected to begin the upgrade process were the worst in the system. The totality of serious electrical needs, particularly the need for a new electrical vault at the Richmond Branch Library, led to the significant increase in costs. She noted that these increased costs had little to do with the upgrades needed for equipment provided through the Gates Grant. In answer to concerns with the quality of data available when the Commission considers authorization of funding requests by Acting President Higueras, the Acting City Librarian explained the lack of some cost information had created this situation and detailed how this kind of problem can be avoided when bringing future requests to the Commission of their approval. In response to a request by Commissioner Steiman, Ms. Hildreth informed the Commissioners that she would bring information concerning any future changes in funding requests occurring after Commission approval to the Commissioners as she had done with this one.

OCEAN VIEW BRANCH LIBRARY CONSTRUCTION UPDATE

Mr. Edgar Lopez, Bureau of Architecture, presented the Commissioners with his final monthly construction update report on the new Ocean View Branch Library. Mr. Lopez noted that the exterior work was largely completed, that "punch list" items were being

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finished, and that interior work should be completed shortly. Mr. Lopez informed the Commission concerning several project enhancements such as an increased supply of replacement carpet tiles, a major upgrade in the quality and durability of the exterior paint used, installation of a "talking sign" for the blind and visually impaired, and mini-blinds; all paid for with the balance of funds remaining in the project account per the Commission's request at its April 2000 meeting. Mr. Lopez reported that additional funds remained in the project account which could be used to install air conditioning should it be found to be needed or for future maintenance on the building.

Public comment: Mr. Peter Warfield noting he had not previously commented on the construction reports, read from the April 4, 2000 Minutes, (report on the Ocean View Construction update), concerning an Acting City Librarian's suggestion of library staff involvement in deciding how to expend remaining amounts in the project account. Mr. Warfield questioned the degree of library staff involvement in choosing the ways in which the extra moneys had been spent given Mr. Lopez's report. In addition, Mr. Warfield asked concerning other enhancements benefiting blind patrons beyond the "talking sign" noted in the report.

In answer to a query by Commissioner Streets, Mr. Lopez discussed how air conditioning could be installed at the new Ocean View Branch if found to be needed after the branch is in operation. Library Finance Director, George Nichols explained some of the issues involved if the Library wished to retain portions of the remaining General Fund appropriation for the construction of the new Ocean View Branch Library to fund an air conditioning system after completion of the construction project. Mr. Lopez discussed aspects of the building design which might eliminate any need for an air conditioning system. The Commissioners expressed their strong interest in the Library taking whatever action necessary to retain sufficient construction funds to meet this need should it arise. Mr. Nichols committed to inform them of whatever steps would be required to do so. Acting President Higueras extended the entire Commission's thanks, appreciation, and congratulations to Mr. Lopez for the exemplary and efficient manner in which he had carried out this project.

President Higueras next called up the Approval of the Minutes of the Special Commission Meeting of April 20, 2000 item out of order as the issues discussed at that meeting were germane to the discussion of the next agenda item.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF APRIL 20, 2000

Public comment: An anonymous member of the public expressed appreciation for the Acting President's calling up this item prior to the Commission's discussion of the proposed branch library bond proposal noting that it was in the anonymous member of the public's view always preferable to discuss previous Minutes prior to a subsequent discussion of a matter as is recommended in Roberts Rules of Order and has been generally the case at the Library Commission previously. Mr. Peter Warfield questioned comments attributed to him on page3 of the April 20, 2000 Minutes regarding use of bond funds for maintenance

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clarifying that what he had said was that the Commission should fund maintenance sufficiently so that use of bond funds would not be necessary.

MOTION: approval of the Minutes of the Special Meeting of April 20, 2000 was moved by Commissioner Steiman, seconded by Commissioner Streets.

ACTION: AYE 5-0 (Coulter, Higueras, Steiman, Streets, and Swig)

BRANCH LIBRARY BOND PROPOSAL

The Acting City Librarian outlined in great detail the information contained in two documents, a Bond Report prepared for submission to the Capital Improvement Advisory Committee (CIAC) and a proposed Branch Library Improvements Program prepared by the Bureau of Architecture, Department of Public Works, she had placed before the Library Commission for its review, consideration, and possible approval. Ms. Hildreth reported $128,550 million as the total cost, including the finance costs, for the proposed General Obligation Bond. She identified $124,292 as the actual cost of the branch library construction and rehabilitation work. Ms. Hildreth discussed in great detail each of several categories of branch libraries' needs for either rehabilitation, renovation, or new construction work to be funded through the proposed bond issue. The Acting City Librarian then introduced Ms. Tara Lamont and Mr. Jorge Alfaro of the Department of Public Works, who presented an extensive and detailed report on the sources of data on branch libraries available, the processes used to develop cost estimates for each project, and specific aspects of each of the individual branch construction or renovation projects proposed in the bond program. In particular, Ms. Lamont explained that of the existing 26 branch libraries Chinatown, Mission, recently totally renovated, and Ocean View, a new building, would not be included in the proposed bond program. The Park, Presidio, and Sunset Branch Libraries, seismically upgraded in 1988, would be renovated to address ADA (Americans with Disabilities Act) issues , electrical system upgrades, and heating and ventilation improvements at an anticipated cost of $1.6 to $1.7 million each. Ms. Lamont then described a proposal for construction of 6,000 sq. ft. replacements for the Glen Park, Ingleside, and the Portola Branch Libraries with costs varying from $4.8 to $4.9 million, and a 7,500 sq. ft structure for the new Visitacion Branch Library, all currently in leased locations with costs set at $5.5 million. Ms. Lamont next described a proposal for a new 7,200 sq. ft branch library for Mission Bay/South of Market at an anticipated cost of $6.8 million. She then discussed the special challenges in doing a sensitive renovation of the historic 1914-1920 Golden Gate Valley, Noe Valley, and Richmond Branches. Ms. Lamont proposed a 20% expansion and complete renovation of the Golden Gate and Noe Valley Branches and a 50% expansion with complete renovation for the Richmond Branch. She then detailed proposals for limited expansion and complete renovation of the Library's historic WPA (Works Progress Administration) libraries, the Anza, Bernal Heights, and West Portal Branches built during the 1930s, with anticipated costs ranging from $4.7to$5.5 million each. Next Ms. Lamont gave an extensive presentation on the modest expansion, seismic improvement, and complete renovation plans for the branch libraries built during the 1950s and 60s such as Excelsior, Bayview/Wadden, Eureka Valley/Harvey Milk, Ortega, Merced, Western Addition, Ortega, Parkside, Potrero Marina, North Beach.

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Ms. Lamont noted that in some cases where renovation costs approached the cost of replacing the building entirely; the Library Commission could consider replacement of these non-historic buildings with a new building. Ms. Lamont citing recommendations included in the POE (Post Occupancy Evaluation) of the Main Library described a proposed 20,000 sq. ft. Library Materials Distribution and Support Center at a cost of $14.8 million, and $5 million set aside for improvements as the Library's portion for renovation and upgrade of Brooks Hall. The total figure cited for all of these proposals was pegged at $128.55 million.

Mr. Jorge Alfaro, Department of Public Works outlined how his department arrived at the recommendations for each of the proposed projects based on data gathered during the past several years concerning seismic risk, lead and asbestos abatement needs, ADA access requirements, electrical deficiencies, and library program needs. Mr. Alfaro also discussed the information basis used by DPW(Department of Public Works) in determining costs for the proposed renovation of existing branch libraries and for the proposed new buildings. Additionally, he reported how his Department had modeled the figures to carry forward through the completion of the project. Mr. Alfaro explained how the proposed schedule of work would address critical seismic safety needs first and then would proceed through renovations and new construction in a phased pattern of four branches being underway at any one time. The Marina, Noe Valley, Parkside, and Richmond Branches were designated phase one, with Bernal Heights, North Beach, Sunset, and West Portal Branches as the second phase, and then Bayview/Wadden, Eureka Valley/Harvey Milk, Ortega, and Western Addition in a third phase. The fourth phase would include Anza, Excelsior, Potrero, and Golden Gate Valley. The fifth and final renovations phase would include Merced, Park, and Presidio Branches which have already undergone seismic safety improvements. It was explained that the goal of this plan was to reduce impact on availability of library services in any one part of the city and to facilitate the most effective use of project management staff. Mr. Alfaro reported that the renovation projects could take 9 years. He next outlined the proposed schedule for the site acquisition, design, and construction of the planned new branch libraries and the Library Support Services Center. Mr. Alfaro suggested the schedule for new construction projects would be, first, a new Visitacion Valley Branch, next would be the new Mission Bay/South of Market Branch and a new Glen Park Branch, and finally new Portola and Ingleside Branches. He noted that the proposed Library System Services and Support Center and renovations to Brooks Hall could be pursued independently of the other projects. The Acting City Librarian, Ms. Hildreth then called attention to copies of handouts of these proposals available to members of the public. The Acting City Librarian next described the process to bring these proposals to the CIAC (Capital Improvements Advisory Committee) on May 3, 2000. She then outlined a series of six meetings the Library would hold in each branch library cluster to gather public comment and input on the proposal as it effects each of the branch libraries prior to the June meeting of the CIAC on this bond proposal.

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Public comment: an anonymous member of the public noted that the explanatory document, a CIAC Report, noted in the agenda, was unavailable prior to the meeting and that the second document, an actual Bond Report presented at the meeting, was not noted in the agenda. The anonymous member of the public expressed concern that there was no specificity in the presentation regarding which branch libraries might be replaced rather than renovated, suggesting that the Noe Valley Branch Library might be among those proposed for replacement. A proposal the anonymous member of the public felt would be unpopular with Noe Valley Library patrons. Mr. Peter Warfield expressed dismay that the second document concerning this proposal was not made available to the public beyond the one review copy at the meeting, decried what he viewed as poor planning by not having all of the background materials on a project beginning in 2003 and ending in 2010 available to the public in sufficient copies. Mr. Warfield expressed concern that no funding was included for improvements to the Main Library in view of the recommendations included in the POE of the Main Library, excepting $5 million for Brooks Hall. Mr. Warfield suggested that for an amount roughly equaling 20% of the proposed branch library bond proposal, all of the POE recommendations for improvements to the Main Library could be done.

Mr. Alfaro detailed how the Department of Public Works used higher end cost estimates and planned contingency amounts in the proposed project costs in response to detailed questions by President Higueras concerning how the bond proposal would address planning for unforeseen problems and cost escalation issues during the course of the entire bond project. In particular, Mr. Alfaro explained how each project would be managed so that there would be sufficient funds available for all of these projects, including those at the end of the schedule. The Acting City Librarian also noted that many of these proposed projects would be excellent candidates for 65% state matching funds made available through Prop. 14 (State Library Construction and Renovation Bond 2000) which could provide a significant additional funding cushion against unforeseen costs during completion of the proposed renovation and construction program. Mr. Alfaro responded to Commissioner Steiman's expression of concern about the Library's need to maintain strong oversight and tracking of these complex projects given unhappy experiences such as occurred with the Chinatown Branch, by describing the significant experience which the Bureau of Architecture, Department of Public Works has gained in managing a series of renovation, seismic improvement, and new construction projects during the past decade. Ms. Lamont underscored the experience of their team on recent Fire and Police facilities renovation projects, and the high degree of planning and analysis that will be put into this project. The Acting City Librarian emphasized that the proposal includes a project manager from the Library being directly involved in every stage of the proposed program to insure strong oversight. Commissioner Steiman noted the Library's recent very positive experience with the Mission and Ocean View Branch Library projects and expressed hope that the new Glen Park and Portola Branch Libraries could be built larger that the 6,000 sq. ft. proposed, given the likelihood of greater use if a larger facility could be made available. Ms. Hildreth responded that both libraries were to be expanded and that in her view the overall bond

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program tried to strike a reasonable balance between the number of branches and the size of each branch. The City Librarian noted that even smaller branches can be equipped and organized in a manner to maximize use. She suggested that the potential for significant new housing development was a major factor in proposing larger branches for Mission Bay and Visitacion Valley. In answer to a query by Commissioner Coulter, Mr. Alfaro and Ms. Lamont noted that except for the recently renovated Park and Presidio Branches, all of the proposed branch plans were based on site visits as well as plans and data previously gathered, making a repetition of the Chinatown Branch problem unlikely. In addition, Ms. Lamont informed Commissioner Coulter that it would be made very clear that no historic buildings, particularly not the Noe Valley Branch Library, were being considered for replacement. Ms. Lamont specified that the replacement option only was under consideration for branch library buildings built in the 1950s and 60s that had no historic significance. Responding to Commissioner Streets and Acting President Higueras, the Acting City Librarian explained how the figure of $5 million for the Library's portion of Brooks Hall was arrived at and how she planned to proceed in seeking a city department partner to collaborate in making Brooks Hall usable for the Library as proposed in the POE.

Acting President Higueras expressed the Commission's thanks for the hard work of both the Department of Public Works staff and Library staff who produced the proposed bond report.

MOTION: by Commissioner Streets , seconded by Commissioner Steiman approving reports proposing a seismic safety and improvement bond issue for branch library construction, renovation, and improvements to report to the Capital Improvement Advisory Committee, (CIAC), and to authorize the submission of such report to the CIAC.

ACTION: AYE 5-0 (Coulter, Higueras, Steiman, Streets, and Swig)

Acting President Higueras called for a brief recess at 7:21PM

The Commission return to session at 7:27PM

LIBRARY AFFINITY CENTERS REPORT

Mr. Ned Himmel, Chief of the Main Library introduced a discussion of the various "official" Affinity Centers, (the Chinese Center, the Filipino Center, the Stegner Environmental Center, the African American Center, and the Hormel Gay and Lesbian Center), at the Main Library with a chart (copy attached) outlining the staffing, budget, scope of collections, volunteer support, projected needs, service plan for the next two years, and possible fundraising support of each. In addition, Mr. Himmel briefly outlined the some of the activities of Chinese Center noting that it offered services such as two Internet sites featuring Chinese, Japanese, and Korean language access. Mr. Himmel described the collections of the Chinese Center, recent outreach activities, and noted the popularity of the Chinese Center with many visitors to the Main Library. He also spoke concern plans for future programming in conjunction with San Francisco's sister cities of Shanghai and Taipei, and plans for a program featuring Chinese authors. The Chief of the Main informed the

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Commissioners of the extensive array of programs conducted by the Filipino Center, noting especially those offered in the community at the Excelsior Branch Library. In discussing the work of the Filipino Center, Mr. Himmel reported that it was believed to be the only such center in a public library in the country. Mr. Himmel next described the structure, staffing, budget, and collections of the Stegner Environmental Center and discussed in some detail the dedication of center staff in working to strengthen its collection and facilitating a popular speakers program. Mr. Himmel commented on the Library's efforts to seek out a variety of views concerning environmental issues to complement the Stegner Affinity Group's dedicated environmentalist approach. The Chief of the Main next described the status of the African-American Center, noting that efforts were underway to hire a full time librarian for this position, and that the Center had built a record of strong community outreach and involvement, developed a collection of important African American materials, and was looking forward to increased programming, community services, and activities with the new staff member. Finally, Mr. Himmel described the staffing and ongoing work of the Hormel Gay and Lesbian Center, noting that it was the most well known of the various center programs. Mr. Himmel spoke in some detail of the budget resources, the Hormel Center's very significant collection at a research level, and concerning its extensive schedule of programming and extensive reference activities.

The Chief of the Main then introduced the Ms. Terry Gwiazdowski and Eunice Groark, the staff of the Stegner Center to present a further description of its work. Ms. Gwiazdowski reported on the Stegner Center's previous successes and outlined extensive plans to expand its programming and outreach efforts. She additionally informed the Commissioners concerning the Stegner Center's expanded circulating collection and concerning its very popular program and exhibit schedule. She highlighted the many collaborative efforts teaming the Center with local and Bay Area environmental organizations and activities. Ms Gwiazdowski lauded the strong support which the Center has received from its Affinity group and many members of the public. Next, Ms. Groark described in detail some of the many programs, author readings, and on-going events at the Stegner Environmental Center. In particular, she called attention to the continuing support that Mrs. Stegner continues to provide in keeping her husband's legacy of environmental awareness alive.

The Chief of the Main then introduced the Hormel Gay and Lesbian Center's Librarian Jim Van Buskirk and the Hormel Endowment's outreach coordinator Robert Giannasca to further describe its collections and programming. Mr. Van Buskirk discussed the extensive array of programs and exhibits produced by the Hormel Center itself and in conjunction with other Affinitiy Centers and with community organizations such as the Lesbian and Gay Historical Society of Northern California. Mr. Van Buskirk described several recent lecture programs and exhibits and called attention to library system-wide programming with particular mention of those at the Eureka Valley/Harvey Milk Branch Library. Mr. Van Buskirk then described in detail aspects of the Hormel Center's growing collection. Mr. Giannasca next spoke about the Hormel Center's highly popular series of programs, noting especially the

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recent New York Times sponsored programs. He announced that the Hormel Center planned a major fundraising event next Fall to support its endowment fund.

The Acting City Librarian thanked the Affinity Center staff members for their presentations and discussed the Library's plans to continue to support teams of library staff specialists to build an on-going dialogue with the diverse communities represented by the centers and other communities of interest in San Francisco. A principle goal of these efforts would be to make available throughout the library system, in branches as well as at the Main Library, specialized materials and programming offered by the Affinity Centers. Ms. Hildreth also noted that efforts were planned to increase support for all of the Center's programming.

Public comment: none offered.

In response to a question by Commissioner Swig, Ms. Deborah Doyle of the Friends and Foundation explained that funds for the Friends and Foundation support provided for programming at the Stegner and Hormel Centers derived from earmarked funds left over at the completion of the Capital Campaign for the Main Library. Commissioner Streets inquired regarding efforts that had been discussed to strengthen both the programming and collections available at the African American Center. Ms. Doyle proposed to look into these matters and inform Commissioner Streets concerning what was being proposed to address them. Ms. Doyle confirmed that President Higueras was correct in his belief that the Friends and Foundation Program support funding was derived from gifts made during the building of the Main Library and specifically dedicated to the two Centers Commissioner Coulter commented on the importance of these Centers in bringing the full diversity of the communities which make up San Francisco into the Library and the successes in building partnerships that enrich the life of the entire community. Acting President Higueras requested that the Acting City Librarian bring to the Commission proposals to assist and strengthen those affinity centers currently operating on a less extensive level to bring them all up the outstanding level achieved by some of them already. President Higueras expressed his appreciation to the center staff who attended the meeting.

MINUTES OF THE REGULAR APRIL 4, 2000 COMMISSION MEETING

Public comment: an anonymous member of the public asserted the right to speak anonymously, questioned why the Commission no longer stopped its proceedings to allow for the tape to be changed without loss of information recorded, citing three gaps in the audio recording of the April 4th meeting. Mr. Peter Warfield commented on what he felt was an incomplete record of discussion on page 6 of the draft minutes related to the Fine and Fee Schedule regarding comments by both Mr. Warfield and a Commissioner seeking and receiving confirmation that the collection agency hired to collect unpaid fines would report these efforts thus potentially damaging the credit of those owning unpaid fines. Mr.

The number of members of the public who spoke anonymously at this meeting. 1

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Warfield also questioned the absence of information noting no mention that no public comment was offered was included on page 5 in the report on the Ocean View Construction Progress report. Mr. Warfield also noted that Mr. Ed Regan had requested that all new Branch Libraries include full basements.

The Commission Secretary responding to Acting President Higueras' inquiry concerning the problems with the audio-tapes informed the Commission that the breaks in the recording where related to an equipment problem that was being corrected. The Commission Secretary promised to check with AV staff to make sure that if tape change delays were needed they would be requested. He also informed the Commissioners that the Commission retained a complete recording of all of its meetings by also having available video tape recordings, with an audio track, which are available to any member of the public wishing to verify what actually occurred at a particular meeting.

Commissioner Streets requested that the reporting of the Events Management Report include specifics of a discussion between Ms. Smulyan and herself on the point made in the report that funds generated through the events management program were off-set against General Fund revenues provided to the Library, producing in effect no financial benefit to the Library. Commissioner Streets wanted it made clear that a belief that operating the events management program would financially benefit the Library was the sole reason and purpose the Library Commission had in mind when it authorized it.

MOTION: by Commissioner Streets, seconded by Commissioner Swig approval of the Minutes of the Regular Meeting of April 4, 2000 as amended.

ACTION: APPROVED Aye 5-0 (Coulter, Higueras, Steiman, Streets, and Swig)

LABOR UNION REPORT
none offered

NEW BUSINESS
Commissioner Coulter requested that the Acting City Librarian bring to the Commission a proposal to implement an authors in residence program similar to one very successfully operated by the New York Public Library by making the glass walled carrels located in the Main Library available for use by local writers. Acting President Higueras requested that the Acting City Librarian periodically report to the Library Commission in a designated progress report on responding to the recommendations included in the POE (Post Occupancy Evaluation) of the Main Library. Commissioner Steiman requested a report on the close out of "punch list " and "warranty" matters remaining from the Main Library Construction Project.

Public comment: an anonymous member of the public spoke favorably of creating a writers program modeled on the New York Public Library's writers in residence, but cautioned that space concerns may make operating such a program impracticalin the Main Library. Additionally the anonymous member of the public noted a previous suggestion the Library Commission establish a special Commission Committee to monitor POE related matters

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and in lieu of that recommended there be frequent reports on this topic to the Commissioners. Mr. Peter Warfield expressed agreement with the topics suggested by Commissioners and the previous speaker and urged that these matters be placed on a meeting agenda as soon as possible as well as other matters previously suggested.

PUBLIC COMMENT

An anonymous member of the public continued discussion of the anonymous member of the public's concerns regarding the underlying problems reflected in the changes in amounts included in the library's Supplemental appropriation. The anonymous member of the public comment this problem resulted from operating on inaccurate information thus making the Commission's discussions and public comment on them moot. The anonymous member of the public spoke about the importance of protecting dissenting comments, not only because of the importance of allowing meaningful minority view participation, even if often wrong, but also because these dissents can in important instances be right.

ADJOURNMENT

MOTION: that the meeting be adjourned was moved by Commissioner Steiman, seconded by Commissioner Streets

Public comment: none offered

ACTION: APPROVED Aye 5-0 (Coulter, Higueras, Steiman, Streets, and Swig)

The meeting was adjourned at 8:38PM

The number of members of the public who spoke anonymously at this meeting. 1

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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Michael Housh, Commission Secretary 5/16/00

Draft Minutes of the Regular Commission Meeting
of May 2, 2000

Appendix A

The Public Comment Summary Statements included in these draft Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Draft Minutes of the Regular Commission Meeting of May 2, 2000

Appendix A

The number of members of the public who spoke anonymously at this meeting. 1

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 2, 2000

Item 1:
City Librarian's Report

"Previously Fran Streets had raised concerns about responsible approval of grants and special appropriations that led to a committee review of criteria for grants. I said when this was approved that, in line with that concern, there was no assessment of the totality of the expenditures.

One commissioner responded that the library commission will approve it when the money is received. What the Supervisors where told is that you have a plan to approve rewiring for 22 branches in a three year period. If you compare the six branches for less than $400,000 that was approved by you, with the three branches for more than $400,000 in reality, you see that you have committed to over $3,000,000 in three years. That is not what you thought you were approving.

This is the way it always works: You approve something of a certain scope and then costs balloon out of control."

Draft Minutes of the Regular Commission Meeting of May 2, 2000

Appendix A

The number of members of the public who spoke anonymously at this meeting. 1

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 2, 2000

Item 6:
Approval of the April 20, 2000 Minutes

"I would like to commend the president for taking the approval of these minutes out of order in recognition of the fact that when subjects are discussed that have been previously discussed, in the normal flow of business it is wisest to approve the minutes before you discuss that subject again. This is so that you have a clarification of what has been said before.

That is why in fact Robert's Rules of Order has approval of minutes first and why past practice of this commission is to have approval of minutes first.

The reason that you have changed that remains mysterious to me."

Draft Minutes of the Regular Commission Meeting of May 2, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 2, 2000

Item 3:
Branch Library Improvement General Obligation Bond

"Last Friday I asked the secretary for a copy of the 'Explanatory Document' referenced on the agenda as legally required. I was assured – as is common commission practice – that it would not be available until the last minute before the meeting.

Imagine my surprise to find that there is an explanatory document about which there is no notice, in violation of the Sunshine Ordinance. I had no notice that I should have been requesting this other 'Bond Proposal Report' which is 89 pages, instead of the 28 page request. To the credit of the Acting City Librarian, she was forthcoming in revealing that it was a separate document.

I am concerned about the lack of specificity about which branches will be replaced rather than remodeled. We have previous testimony from a representative of DPW that Noe Valley would be cheaper to replace. This is something that the public should know."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 2, 2000

Item 5:
Approval of the April 4, 2000 Minutes

"Formerly, the City Attorney's opinion was that the law requiring you to tape record the meetings, required you to stop the meeting to change the tape so that portions would not be missed. That has been discontinued.

The present minutes show how serious that is. Before the first break, Mr. Higueras asks about criteria for e-book success, and when the tape resumes Mr. Esteves is interrupted on another subject.

Before the second break, Mr. Higueras says that he shares the concerns re a collection agency. Ms. Hildreth begins an answer, and when the tape resumes Ms. Steiman is talking about staff time.

Before the third break, Mr. Warfield discusses the losses in events management, and when the tape resumes Mr. Warfield is talking about overtime.

We have been told when we criticize the minutes that the tape is our record, but that is no longer so."

Draft Minutes of the Regular Commission Meeting of May 2, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 2, 2000

Item 8:
New Business

"The justly famous program at New York Public Library involves the library providing a desk to those who have a book contract in hand at whatever length they need it. Writers have spent 15, 20 years at a desk writing histories or other books. The multi-part biography of Lyndon Johnson was written in that room. It is powerful and supportive outreach to the literary community and we would all like to see it, although it is difficult to reconcile it with the space demands on this building.

It is of paramount importance that this commission closely review the implementation of the Post Occupancy Evaluation. I have recommended that this commission create a subcommittee for that purpose. The next best thing would be to make sure it is frequently brought before you."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 2, 2000

Item 9:

Public Comment

"It is gratifying when I can say I brought this up before and I was right.

I want to emphasize that if you are not dealing with accurate information you are basically disenfranchising your own discussions, and consequently public comment becomes meaningless. This all too often happens.

But that is beside the point. The entire impetus of open meetings laws is to protect the rights of every member of the public especially when they are wrong. Dissent means you protect the rights of people who are in the minority and do not share the generally accepted view.

Dissent is usually wrong. We protect it for those special circumstances when it turns out to be correct, because we don't have meaningful participation, unless we protect that minority view."

City and County of San Francisco

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Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102-6020

Willie Lewis Brown, Jr., Mayor
Mark A. Primeau, AIA, Director

Tara D. Lamont, AIA, Bureau Manager

OCEAN VIEW BRANCH LIBRARY

UPDATE REPORT (April 2000)

General Contractor:	Pacific Engineering Builders Inc.
Start Date:	March 29, 1999
Original contract time:	365 calendar days
Extension granted:	27 days
Original completion date:	March 28, 2000
Revised completion date:	May 8, 2000
Anticipated completion date:	**May 19, 2000**
Contract amount:	$ 1,259,177
Approved Change Orders:	$ 39,133
Percentage of completion as of April 30	97%

Construction Progress/Issues

- Interior finishes.
- Installation of exterior public artwork.

Construction Schedule

- The Contractor's schedule anticipates to substantially completing all work by May 12.
- The grand opening ceremony has been scheduled for June 7.

- Work to be performed within the next two weeks includes:
  Pour new sidewalk and complete punch list work.

Change Order Summary

As of April 30, the total amount of approved Change Orders is $39,133. The City is currently negotiating and additional $16,000 in Change Orders required to close the job.

Summary of Approved Change Orders:

- Change Order No. 1: $3,000
  Modifications to site grading due to unforeseen condition involving adjacent properties.

- Change Order No. 2: $6,242
  Client requested to add a storage closet and modify the book shelving. Also includes a modification to artwork structural support.

- Change Order No. 3: $7,807
  Client requested to add a horizontal blind at second floor skylight, change in electrical outlet boxes, additional reinforcing steel bars at mechanical equipment pads.

- Change Order No. 4: $3,309
  Client requested changes to the electrical and telecommunication systems. Also, it includes a modification to the book depository, and additional core drilling for electrical panel.

- Change Order No. 5: $6,260
  Modify depth of bookshelves at circulation desk, install an infrared audible sign "Talking Sign", add window pockets for horizontal blinds at first floor, and add dedicated electrical switch for elevator.

- Change Order No. 6: $12,515
  *PG&E service connection fee and upgrade of exterior paint.

Change Orders under negotiation:

- Change Order No. 7: $16,000
  *Water Dept. connection fee, signage for exterior public art work, dedication plaque, flowers for exterior planter boxes, additional carpet tiles for future maintenance, and horizontal blinds for first floor reading area.

*$17,041 attributed to service connection fees from PG&E and the Water Dept. were budgeted separate from the construction contract but paid through change orders.

BRANCH LIBRARY IMPROVEMENTS
BOND PROGRAM REPORT

5/1/00

Note: See corrected cost figures in CAC Rpt.

BRANCHES	Year Opened	PROGRAM						COSTS				
		Seismic Upgrade	Disabled Access	Building Code Impacts	Modernization Improvements	Facility Expansion	New Building	Rehabilitation, Improvement & Relocation	Expansion	Site Acquisition	New Building	Totals
Anza	1932	✓	✓	✓	✓	✓		4,160,000	880,000			5,040,000
Bayview-A.E.Waden	1969		✓	✓	✓	✓		3,480,000	810,000			4,290,000
Bernal	1940	✓	✓	✓	✓	✓		5,020,000	490,000			5,510,000
Eureka Valley	1961	✓	✓	✓	✓	✓		4,050,000	820,000			4,870,000
Excelsior	1967	✓	✓	✓	✓			4,930,000				4,930,000
Glen Park	Rental						✓			1,790,000	2,990,000	4,780,000
Golden Gate Valley	1918	✓	✓	✓	✓	✓		4,940,000	730,000			5,670,000
Ingleside	Rental						✓			1,790,000	3,120,000	4,910,000
Marina	1954	✓	✓	✓	✓	✓		3,790,000	890,000			4,680,000
Merced	1958	✓	✓	✓	✓	✓		3,590,000	880,000			4,470,000
Mission Bay							✓			3,280,000	3,600,000	6,880,000
Noe Valley	1916	✓	✓	✓	✓	✓		4,230,000	660,000			4,890,000
North Beach	1959	✓	✓	✓	✓	✓		3,190,000	500,000			3,690,000
Ortega	1956	✓	✓	✓	✓	✓		3,300,000	760,000			4,060,000
Park	1909				✓			1,410,000				1,410,000
Parkside	1951	✓	✓	✓	✓			3,080,000				3,080,000
Portola	Rental						✓			1,790,000	3,120,000	4,910,000
Potrero	1951	✓	✓	✓	✓	✓		4,050,000	740,000			4,790,000
Presidio	1921				✓			1,640,000				1,640,000
Richmond	1914	✓	✓	✓	✓	✓		6,090,000	2,620,000			8,710,000
Sunset	1918				✓			1,610,000				1,610,000
Visitacion Valley	Rental						✓			2,110,000	3,450,000	5,560,000
West Portal	1939	✓	✓	✓	✓	✓		4,310,000	370,000			4,680,000
Western Addition	1966	✓	✓	✓	✓			3,660,000				3,660,000
System-wide Support Center							✓			5,250,000	9,580,000	14,830,000
Brooks Hall			✓	✓	✓			5,000,000				5,000,000
Total								**75,530,000**	**11,150,000**	**16,010,000**	**25,860,000**	**128,550,000**

Notes:

1 A ✓ means the Bond Program includes that particular category of work for that particular facility.

2 Bond Finance, Bond Counsel, City Attorney Fees, and other incidental City fees will be determined by the time the bond proposal reaches the ballot. The budget for these services will be incorporated in the final bond report document.

CAPITAL IMPROVEMENT ADVISORY COMMITTEE

Request for large scale, long-term Capital Improvements Projects

Requesting Agency: San Francisco Public Library

Requesting Officer: Susan Hildreth, Acting City Librarian

_____
Signature

May 3, 2000
Date

415-557-4232 Telephone
415-557-4239 Facsimile

Secondary Contact: Marcia Schneider, Public Affairs Director

415-557-4252 Telephone
415-557-4281 Facsimile

Project Name: Branch Library Improvements Program

Dollar Amount:

CIAC Contact: B. Rosenfield 415-554-6485 Telephone
415-554- Facsimile
benjamin_rosenfield @ci.sf.ca.us

Public Finance Approval Receipt Date:

Planning Department Approval Receipt Date:

DPW Approval Receipt Date:

City Attorney Approval Receipt Date:

I. NEED FOR PROJECT

A. Does Project impact the City's ability to provide/maintain/initiate an essential City service? If so, please explain.

Yes, the branch library system provides an essential City service and this measure would allow the City to both maintain and improve it in its entirety. While the Main Library is often referred to as the heart of the system, it is the branch libraries that the public has always considered as the most essential part. In FY 1998/99, the San Francisco Public Library system had almost 6 million visitors and slightly over 4 million of those visits were made to neighborhood branch libraries. The branches serve many of the City's neediest residents because of their convenient locations throughout the City – particularly for children, senior citizens, and when accessible, those with disabilities. San Francisco schools rely heavily on branch libraries for basic library services and they provide school children with essential materials and a quiet place to study. For parents, they represent a safe place they can send their children to learn. For people on a low income, the branches frequently offer their only opportunity to access essential informational and educational materials. In FY 1998/99, 3.7 million materials circulated out of neighborhood branch libraries.

B. Is Project mandated by a court order or threat of a court order? If so, please explain.

Although the Project is not in response to a threat of a court order, it represents a continuance of the City's efforts to make its buildings seismically safe. Fifteen (15) of the branch libraries have seismic hazard ratings of 3 or 4, both of which are given a high priority for repair. Three (3) of the branches have a seismic rating of 4, which is the City's highest priority rating. The Project also represents the Library Commission's commitment to fully comply with the accessibility improvements required by the Americans with Disabilities Act.

C. Are any regulatory (City Charter, State Lands Commission, BCDC, RWQCB, etc.) issues triggered or approvals required to proceed with the Project?

It is not anticipated at this time that the Project would trigger any regulatory issues.

D. Identify all quantifiable and non-quantifiable Project benefits.

Increased public safety

- The Project will reduce the seismic risk to occupants of 15 City buildings to a point where structural and non-structural hazards would present a low life safety hazard to occupants during a major earthquake event.

- The Project will mitigate or abate hazardous materials, such as asbestos and lead paint.

Increased accessibility

- The Project ensures that accessibility for persons with disabilities is improved in 17 City buildings to conform to current requirements as defined by the Americans with Disabilities Act (ADA).
- Replacement of the four out-dated rental library buildings with new City-owned facilities will assure the public that the city intends to maintain the entire branch library system as is required by Proposition E that was approved by the voters in 1994.

Improved infrastructure

- The Project provides rehabilitation improvements that will make necessary repairs, modernize and extend the useful life cycle of 19 existing City buildings.
- All 17 buildings that undergo extensive repairs will be upgraded to current building codes.

Improved public service

- All renovated and new branch libraries will allow for the addition of modern telecommunications equipment and facilities for public use.
- A new branch library in Mission Bay will extend the convenience of branch library service to the newest San Francisco neighborhood.
- Thirteen branch libraries will be expanded and allow for increases in services and programming for children.

II. PROJECT DESCRIPTION

A. Present a brief synopsis of the Project which describes the following:

A1. Nature of the Project.

This bond program requests voter approval of the City and County of San Francisco in November 2000 for $126.15 million for the rehabilitation of nineteen (19) branch library buildings, the construction of five (5) new branch library buildings, the construction of a new system-wide support center, and tenant improvements to Brooks Hall.

This bond proposal continues the implementation of San Francisco's long-term strategy, initiated in 1987, to reduce seismic risk in City-owned facilities that may experience partial or total collapse during a major earthquake. The City has adopted ATC14 seismic engineering criteria in evaluating the condition of City-owned buildings. In applying such criteria to branch libraries, a major earthquake for the purposes of this report is defined as seismic event of approximately magnitude 7.0 on the Richter Scale within twenty (20) miles of San Francisco.

A.2 Current utilization of the Project, if any.

The San Francisco Public Library system consists of 1 Main Library and 26 branch libraries serving every neighborhood in the City. Of the 26 branches, 21 are housed in City-owned buildings while 5 operate in leased private property.

In June 2000, a new City-owned facility will replace the Ocean View Branch currently operating in leased property. That would leave 4 remaining branches – Glen Park, Ingleside, Portola, and Visitacion Valley – operating in leased facilities.

Of the 21 City-owned branch buildings, 5 were seismically renovated and made code-compliant with the other 16 branches have undergone only required maintenance and repairs since their original construction. From 1990 through 1998 the City completed the renovation of 5 Branches – Park, Presidio, Sunset, Chinatown, and Mission which were partially funded under the City's 1988 Proposition A.

The City completed building evaluation studies on 10 branches in 1995, and assessed the condition of the remaining 6 branches in the Spring of 2000 under the City's 1990 Proposition A – Earthquake Safety Bond Program Phase 2 (ESP2). These studies focused on building improvements related to seismic strengthening, building code upgrades, accessibility and hazardous materials abatement. The most significant findings of these studies are:

- 15 of the 16 non-upgraded branches have a hazard seismic rating (SHR) of 3 or 4, making them subject to partial or total collapse during a major earthquake.
- All 16 branches require upgrades to electrical, mechanical and data systems infrastructure.
- Most of these facilities are not fully accessible, do not provide accessible restrooms, or other public amenities. This includes 9 that prevent disabled access to one or both floors.
- The required seismic and access work alone would trigger major code upgrades not feasible to accomplish with current maintenance funding levels.

The Need for the Program

With the advent of the digital age, and an increasing demand for services from each neighborhood, the library system must provide facilities that meet modern technological needs and allow access to up-to-date information in spaces that respond to community demands for learning and connectivity on both a world-wide and neighborhood level. To do this well requires both extensive electrical work and a reconfiguring of space in some of the branches. Flexible "multi-purpose" rooms that can facilitate a variety of program activities will replace areas that are currently limited, by design, to specific uses.

The branch library improvement bond program offers a unique opportunity to create library facilities that meet modern technological needs while encouraging community learning and youth programs in all branches. As part of this bond program, the Library will conduct a concerted planning effort, as was done in the Chinatown and Mission Branches and the building of the new Ocean View Branch, with the community to reach consensus on programmatic criteria, services, potential uses, technological needs, and space requirements, for each individual branch. This effort will result in a specific capital improvement plan for each branch that meets community needs and is born from a vision unique to the San Francisco Public Library system.

There are 16 branches, built from 1914 to 1967, that have not undergone any major remodel since their original construction. Their condition shows outdated electrical and mechanical systems, barriers to disabled access, lack of data line infrastructure, and presence of hazardous building materials. When combined with the seismic deficiency data for 15 of these branches, a system-wide program to upgrade and rehabilitate these buildings makes sense.

There are 3 additional branches – Park, Presidio. and Sunset – in need of programmatic improvements and major rehabilitation work. Although seismically stregthened. these facilities did not have any major work done to some of its building components such as programmatic improvements such as reconfiguration of existing spaces for programs and computer labs. This involves the introduction of modern electrical and data infrastructure currently lacking in these facilities.

With regard to the four branches currently housed in leased private property, not including the Ocean View Branch Library being replaced by a City-owned facility in June 2000, the Library system cannot rely on the future availability of these private sites to operate its branches. The City's Proposition E already requires the City to maintain a minimum of 26 branches open – including these four. Therefore, the construction of five new branch library buildings if proposed as the only reliable way to continue uninterrupted delivery of library services as mandated by the voters in Proposition E.

The branch library improvement bond program offers a unique opportunity to cerate library facilities that meet modern technological needs while encouraging lifelong learning and youth programs in all branches. As part of this bond program, the Library will conduct a series of community presentations and workshops to reach consensus on more detailed programmatic criteria, services, potential uses, technological needs and space requirements for each individual branch. This effort will result in a specific capital improvement plan for each branch that meets community needs and is born from a vision that is unique to the San Francisco Public Library system.

A.3 Proposed Utilization of the Project upon full completion.

Rehabilitation and Improvements to Existing Branches

The City has been systematically collecting data on the condition of branch libraries for over a decade. The Department of Public Work's "Condition Assessment and Monitoring Surveys" (CAMS) have uncovered a number of deficiencies in each of the buildings. These surveys cover issues such as condition repairs, code deficiencies, the presence of hazardous building materials, disabled access barriers and operating and maintenance items required for each building.

Most of the existing City-owned branch library buildings covered under this bond program require seismic strengthening, accessibility improvements, mechanical and electrical upgrades, are too small for their current use and service load and suffer from deferred repairs and maintenance. In some cases, expansion of existing facilities will be required to recoup area lost as a result of seismic and access improvements. This chart entitled *"Summary Program Alternate Scope of Work"* in Question B.2 summarizes the scope of work required for each branch in response to these conditions.

The Library needs to respond to an increasing community demand for flexible, multi-purpose rooms that would encourage youth programs and facilitate community learning opportunities. The advent of the digital age has made telecommunication network infrastructure a necessary component of the modern San Francisco Public Library. Under these conditions, the most cost effective strategy for rehabilitating branch libraries it to combine the integration of telecommunications networks with the creation of flexible spaces to suppor the various library programs offered to the community.

A unique layout will be required for each branch library building while responding to the same overall rehabilitation program criteria. As a result, site constraints, circulation volume, population being served, hours of operation, and staffing requirements will all play a role in determining the need to renovate, replace or expand a particular branch.

New Branches

The City currently operates four branches in leased private property in the following districts: Glen Park, Ingleside, Portola, and Visitation Valley, and Ocean View. In June 2000, the Ocean View Branch wil be replaced with a City-owned facility. This wouldl eave the Library operating 4 of its branches in rented facilities.

The Library is committed to providing continuing services to these neighborhoods. For that reason, the Library sees finding a permanent home in City-owned property for each of these facilities as the best alternative to ensure long-term library services to the neighborhoods. The current leased facilities are not well suited for the programs and services the public demands of its modern branch libraries. The limited types of improvements that the Library can make in leased property are far less flexible than the creation of new modern facilities envisioned in this bond program. Furthermore, by investing in City-ownership of its branch libraries, the City can divert the money

currently used for rent to much better uses such as improvements to collections, materials, and programs for the benefit of the public.

Under this bond program, the construction of five (5) new branches is proposed to replace four (4) branches in private property (Glen Park, Ingleside, Portola, and Visitacion Valley) and to add one (1) branch for the new Mission Bay neighborhood.

For each of these branches, sites will be acquired and the required planning process will be followed before construction can commence. Programmatic criteria borne from that process would be an example of the Library's vision for services and programs available in all branches. By creating permanent, City-owned facilities in five neighborhoods, San Francisco would remain faithful to Proposition's E mandate for decades to come. Finally, by building these new branches, the City would be acting on its commitment to serve each San Francisco neighborhood.

System-Wide Support Center

Currently, all Library system-wide support functions are housed in the Main Library. At the beginning of this year, a post-occupancy evaluation (POE) of the Main Library was completed. One of the recommendations in that report was that the Library relocate some of these support functions to a location outside of the Main Library. This relocation would free up space in the Main Library to be dedicated to public service and housing the materials collection.

The POE states "Relocate Technical Services to an off site location where it can serve the entire library system more effectively and more space can be provided for its critical staff functions. Technical Services has large amounts of staff who need daylight at their workstations as well as room to move large amounts of material between desks and delivery dock." It further states "Departments and services which function in support of the library system as a whole can be relocated to a System-Wide Support Center. Several of these functions require excellent delivery and vehicular access. The Departments which the consultants recommend be considered for off-site accommodation include Delivery Services, Technical Services, Automation Services, Personnel, Finance, the Friends and Foundation and Administration."

A new support center would be built to serve as a materials distribution center for the entire library system. All new materials would be delivered to the center to be processed for use in the Main and branch libraries. The center would become a "switching station" for all the materials that move through the Main Library and the 27 branches. Other functions to be part of the support center include the Collection Management Office, the unit responsible for materials acquisition; Delivery Services, the unit which moves all types of materials through the library system; Branch Administration, the unit which manages all branch services and activities; and Outreach Services, including bookmobiles serving children and adults.

Tenant Improvements to Brooks Hall

Brooks Hall is an underground facility that can be reached by vehicle beyond the library's loading dock and by pedestrian connection from Bill Graham Auditorium. It was originally designed as an exhibition space but has not been used for some years. Brooks Hall is currently being used by the Library as an auxiliary storage area to the Main Library and houses both library materials, equipment, and supplies. It is also used as a staging area for various building projects in the Main Library and in the branches. Brooks Hall has a seismic hazard rating (SHR) of 1, and constitutes the largest unused single space open in Civic Center.

Other departments also use Brooks Hall, primarily for storage space. The recent post-occupancy evaluation (POE) of the Main Library strongly recommended that the Library be granted use of all Brooks Hall space for a city archive. "... the best use for Brooks is as a type of storage/archival facility because investment to bring it up to Class A Office space or public space is extensive. If, however, the building could be utilized for archival and less used material, the cost of upgrading the building is fairly modest for the amount of space it yields."

The City has done much planning regarding potential uses of the Civic Center Plaza area, including Brooks Hall. Possible uses of Brooks Hall include a public access television studio, a technology business incubator site, computer lab for employment training, archival storage of records and videotapes as required by the new Sunshine Ordinance as well as other possibilities. The Library is working with other interested City Departments to develop a collaborative program for Brooks Hall that could accommodate a variety of uses.

The library tenant improvements to the underground Brooks Hall will allow this facility to hold limited collections and specialized services such as the City Archive. Public access to this facility would be from Civic Center Plaza. The space requirements for the storage and collection of books and other documents makes Brooks Hall an ideal building for this type of use.

II.B If this Project is construction or renovation of a building structure, present a defined scope of work associated with structural aspects of the Project and include the following:

B.1 'End-user'/functional problems and the facility problems to be addressed by the Project.

Seismic Upgrades

The Department of Public Works has successfully completed major seismic retrofit projects at five (5) branch libraries. Seismic assessments done on the remaining branches

show that fifteen (15) of the remaining (20) branch library buildings have seismic hazard ratings (SHR3 or SHR4).

All (15) seismically deficient branch library buildings are recommended for seismic upgrade under this program based on the following criteria: 1) buildings are rated as having a SHR of 3 or 4; 2) the continued operation of the program services at these facilities is a high priority for the responsible department; 3) the cost of each proposed project is too large to fund out of the annual Capital Improvements Program of the General Fund; and 4) the total cost of this proposal represents a prudent next step in San Francisco's commitment to progressively address its outstanding seismic deficiencies.

Rehabilitation and Improvement Projects

It is the goal of this program to determine cost effective solutions to allow the Library to continue delivery of its program and services in buildings that are functional, seismically safe, accessible, and code compliant. While the City has identified the deficiencies for the majority of the branch buildings, further detailed analysis during the programmatic phase of each project will determine the final scope that fits within the overall program budget. Therefore, the following criteria have been established to make the decision making process consistent with proven City policy and common fiscal sense.

- If it is determined that the cost of renovations to meet the rehabilitation and seismic safety objectives exceeds 70% of the replacement cost of a facility, and provided the project conforms to State and San Francisco historic resource preservation policies, the project may include new construction to replace all or part of the facility.

- Replacement of existing buildings will be determined on a case by case basis during the project planning phase using the above criteris, and if rehabilitation is deemed not feasible from a fiscal policy perspective.

Examples of rehabilitation and improvement scope includes, seismic retrofit, disabled access, building code impacts, hazardous materials mitigation, library rehabilitation and relocation of program activities that are impacted by the retrofit construction project. The detailed project scope may include improved or expanded functional work and service environments, mechanical system upgrades, electrical system upgrades, roof replacement, and other building repairs.

Examples of facility expansion include the need for larger reading and program areas, computer labs, restrooms, elevator lobbies, office space, and mechanical rooms. In some cases expansion is required to recoup the space lost to access improvements such as ramps, elevators and restrooms.

New Branch Libraries

New City-owned facilities are proposed to replace the following four branches currently operating on private property: Glen Park, Ingleside, Portola, and Visitacion Valley. In

addition a fifth new branch is proposed to be located within the new Mission Bay neighborhood.

The process for identifying, selecting, acquiring, and developing sites for these five branches can take three to five years depending on many factors including lot size, proximity to public transportation, site access, environmental concerns, and architectural constraints. However, by creating a public involvement process, such factors can be assessed in an open forum and with public buy-in. Ideas for program components can be elicited at the programmatic phases of the project resulting in facilities that respond to community needs and provide for community services tailored to the particular neighborhood.

The new branch libraries are expected to take advantage of new technologies and are a good way to respond to modern needs of each neighborhood. Flexible open spaces would allow the library to support a number of program activities serving a wider customer base with different needs. Computer labs and lifelong learning activities would bring people of all ages to the library in a modern environment.

System-wide Support Center

A new support center would serve as a materials distribution center for the entire library system. All new materials would be delivered to the center to be processed for use in the Main and branch libraries. The center would become a "switching station" for all the materials that move through the Main Library and the 27 branches. In addition to Technical Services, functions that could be housed at the Support Center include: the Collection Management Office, the unit responsible for materials acquisition; Delivery Services, the unit which moves all types of materials through the library system; Branch Administration, the unit which manages all branch services and activities; and Outreach Services, including bookmobiles serving children and adults.

Because the Support Center's primary function is for offices and work space, the new building would need to incorporate a quality office environment, a flexible layout and infrastructure to support high-speed connectivity. The building would be a one or two-floor structure with easy access to exterior parking, delivery, and loading dock areas.

Tenant Improvements to Brooks Hall

Tenant improvements to the underground Brooks Hall facility in Civic Center, will allow this facility to house limited collections and services such as the City Archive. Public access to this facility would be from Civic Center Plaza. The space requirements for the storage and collection of books and other documents make Brooks Hall an ideal building for this type of use.

Long-term utilization of Brooks Hall will require upgrades to the HVAC, electrical and lighting systems, asbestos abatement, provision of disabled access, fire exits and sprinkler systems, provision of public accessible restrooms, and creation of enclosed, finished and temperature-controlled spaces for offices, reading areas and the archival collections.

A separate HVAC system would be needed to be provided for portions of the collection that require special temperature control.

Public access would be provided through Bill Graham Auditorium by retrofitting an elevator and remodeling a ramp, which connects Brooks Hall under Grove Street. Although Brooks Hall has a seismic hazard rating (SHR) of 1 and is completely below grade, seismic review will be required to ensure that the building meets current code for its new intended use.

A preliminary 1997 study commissioned by the Department of Public Works estimated the cost of upgrades to Books Hall at approximately $7 million. Subsequently, the 1999 Post Occupancy Evaluation of the Main Library estimated these upgrades at a cost of $10 million.

The Library wishes to work cooperatively with other City Departments interested in Brooks Hall. A variety of funding sources would be required to complete the upgrade of Brooks Hall. Because the Library anticipates that it would use at least 50%. if not more. of the space in Brooks Hall, $5 million is proposed as the Library's contribution to Brooks Hall upgrades.

B.2 Comparison of existing structural/site conditions and proposed conditions (if improvements are contemplated by the Project) as listed below:

The following two tables illustrate the existing and proposed program square foot area per site as well as the scope of work envisioned for each of the (26) sites included in the **Branch Library Improvement Bond Program**. which is enclosed.

Program Site Area Summary
(Rough Square Feet)

No.	Facility Name	Current Street Address	SHR	Existing (SF)	New (SF)	Proposed (SF)
1	Anza	5075 3rd. St.	3	7,228	1,446	8,674
2	Bayview	550 37th. Ave.	2	6,467	1,285	7,712
3	Bernal Heights	500 Cortland Ave.	3	8,063	806	8,869
4	Eureka	3555 16th. St.	3	5,587	1,397	6,984
5	Excelsior	4400 Mission St.	3	8,302	0	8,302
6	Glen Park	653 Chenery St.	N/A	0	6,000	6,000
7	Golden Gate	1801 Green St.	3	5,985	1,197	7,182
8	Ingleside	387 Ashton Ave.	N/A	0	6,000	6,000
9	Marina	1890 Chestnut St.	4	6,317	1,579	7,896
10	Merced	155 Winston Drive	3	5,375	1,344	6,719
11	Mission Bay	TBD	N/A	0	7,200	7,200
12	Noe Valley	451 Jersey St.	4	3,703	741	4,444
13	North Beach	2000 Mason St.	3	5,097	903	6,000
14	Ortega	3223 Ortega St.	3	4,752	1,188	5,940

15	Park	1833 Page St.	Upgraded	8,800	0	8,800
16	Parkside	1200 Taraval St.	3	5,850	0	5,850
17	Portola	2450 San Bruno Ave.	N/A	0	6,000	6,000
18	Potrero	1616 20th. St.	3	5,557	1,111	6,668
19	Presidio	3150 Sacramento St.	Upgraded	11,388	0	11,388
20	Richmond	351 9th. Ave.	4	9,300	4,650	13,950
21	Sunset	1305 18th. Ave.	Upgraded	8,576	0	8,576
22	Visitation Valley	45 Leland Ave.	N/A	0	7,200	7,200
23	West Portal	190 Lenox Way	3	6,143	614	6,757
24	Western Addition	1550 Scott St.	3	7,143	0	7,143
25	Support Center	TBD	N/A	0	20,000	20,000
26	Brooks Hall	Civic Center	1	0	35,000	35,000
	Totals			129,593	105,661	235,254

Summary Program Alternate Scope of Work per Facility

	Rehabilitation Improvements	Seismic Upgrade	Building Code Impacts	Disabl. Access	Facility Expansion	New Building
Anza	X	X	X	X	X	
Bayview	X		X	X	X	
Bernal Heights	X	X	X	X	X	
Eureka	X	X	X	X	X	
Excelsior	X	X	X	X		
Glen Park						X
Golden Gate	X	X	X	X	X	
Ingleside						X
Marina	X	X	X	X	X	
Merced	X	X	X	X	X	
Mission Bay						X
Noe Valley	X	X	X	X	X	
North Beach	X	X	X	X	X	
Ortega	X	X	X	X	X	
Park	X					
Parkside	X	X	X	X		
Portola						X
Potrero	X	X	X	X	X	
Presidio	X					
Richmond	X	X	X	X	X	
Sunset	X					
Visitation Valley						X
West Portal	X	X	X	X	X	
Western Addition	X	X	X	X		
System-Wide Support Center						X
Brooks Hall	X		X	X		

B.3 Describe alternatives, i.e. repair, renovation, replacement, modernization, etc.
In considering alternative capital improvement solutions for each of the branch libraries and associated facilities, the following criteria were used:

1. All seismically deficient buildings would be strengthened from a seismic hazard rating of 3 and 4 to a seismic hazard rating of 2 or 1.

2. All branch facilities would be made accessible.

3. The architectural character of historically significant buildings would be preserved.

4. Expansion of branches would be tied to accessibility improvements or the space requirements to create program enhancements.

5. Replacement of existing branches would be considered feasible when the cost of improvements exceeds 70% of the replacement value.

The enclosed **Branch Library Improvement Bond Program Report** describes the project scope for each building site. These sections typically have sub-sections that include:

1. Background
2. Seismic retrofit construction work scope
3. Disabled access improvements triggered by the seismic work
4. Building code impacts of the seismic work
5. Hazardous materials mitigation (such as asbestos and lead)
6. Rehabilitation/Modernization improvements necessary to support service delivery or expand community programs
7. Departmental and relocation impacts, if applicable.

B.4 Requirements for phased implementation or continuing operation of the Project.

Program Schedule

A detailed schedule for each individual project will be developed during the programming phase after funding is approved. The final program schedule may modify the "preliminary" schedule. The schedule for the program includes two majors phases:

1. A planning, design and bid phase includes preliminary and final design preparation, bid documents, and contractor selection and approval during the City bid process.

2. A relocation and construction phase provides for temporary or alternate facilities, where required, by construction scope planned to minimize interruption of

services to individual neighborhoods. This is followed by a 12 – 24 month constuction period.

Schedule Phasing Criteria

The Library has developed the following scheduling criteria used in prioritizing the work:

1. All buildings rated with a seismic hazard rating (SHR) of 4 will be renovated first. Buildings rated SHR3 will be renovated during subsequent phases.
2. A maximum of 4 branch libraries would be relocated or closed at one time. This would allow the Library to effectively manage the renovation of branch buildings without resulting in an undue burden on managing the ongoing library program.
3. Renovations will be distributed geographically throughout the various neighborhoods of the City to minimize the impact on the delivery of services to any area of the City. For example, the renovation of the Parkside Branch will be included in the first phase to handle the anticipated additional user load during the subsequent renovations of Anza and Ortega branches.
4. The Library system is composed of a range of libraries providing services, from fairly large "resource" branches, to much smaller neighborhood libraries. Except for some minor project overlaps. the program schedule would allow for only one "resource" branch to be closed at any one time for renovation.
5. The Library would relocate 4 branches currently operating in leased sites into new City-owned buildings.. A new branch building is also being planned in Mission Bay. The property for these facilities will be acquired in the first or second phases of the program, as soon as appropriate sites are identified. The site acquisition process will require that the new building projects be deferred to the latter part of the program schedule.
6. The Library is planning to apply for Proposition 14 (State Library Construction and Renovation Bond Act) funds for several projects, if required local matching funds are available. Proposition 14 funds will be awarded on a strictly competitive basis and are not guaranteed. The application cycle for those funds is anticipated to begin no earlier than Fall 2001. The schedules for projects funded by Proposition 14 monies may be subject to State regulations.

III. PROJECT CONSISTENCY WITH GENERAL PLAN (ALL DEPARTMENTS MUST CONTACT THE PLANNING DEPARTMENT REGARDING THE RESPONSE TO THIS SECTION).

A. Is the nature and scope of the Project consistent with the City's General Plan?

The Project is generally consistent with the City's General Plan. The Project includes 26 separate renovation or new construction projects. As each project is developed, all required planning processes will be followed. All projects will be developed so as to be consistent with the City's General Plan.

B. **Are there any statutory requirements that may need to be satisfied later in the process?**

The Library does not anticipate any statutory requirements that would be required by this bond measure. If the Library is able to successfully compete for the California Library Construction and Renovation Bond Act (Proposition 14) funds, projects partially funded by Bond Act funds may trigger certain requirements specified by Bond Act regulations.

IV. PROJECT COST CONSIDERATIONS

A. **Sources and Uses of Project Funds.**
Please see Attachment A.

B. **For construction projects, please include a CIAC Model Construction Budget as an appendix to this Request.** Please see Attachment B.

C. **Estimate any required annual payments (debt service, building rent, O&M, etc.)**

Debt service costs for the bonds will be handled through the bond program and will not be supported through the Library's operating budget.

Currently, the Library spends $229,000 annually for leased facilities. As new City-owned branch libraries come on line, these lease charges would be redirected to support other needs within the Library budget. Most current leases are either month-to-month or five-year term so the Library has the flexibility to make a smooth transition from leased facility to owned facility. Depending on the timing of projects, lease buy-outs may be required, but the Library is anticipating those situations as current leases are negotiated.

Because some facilities would be expanded and several additional facilities would come on line (Mission Bay, System-wide Support Center, Brooks Hall), some additional operations and maintenance costs would be incurred. Because many facilities would be renovated, the significant amount of money, $530,000 annually, that is now spent on deferred maintenance could be redirected to cover additional operating costs. The Library's operating budget would support any additional costs not covered by savings from current deferred maintenance expenses.

D. Provide a strategic analysis of the long-term capital needs for the Project.

The Project addresses the long-term capital needs for the branch libraries well into the 21st century. Because the City is at a point where its population is relatively stable and much of its development has been planned, it is not anticipated that there would be a significant need for additional branches unless the development patterns of the City change dramatically. San Francisco loves its neighborhood branches; and the Library has developed a service strategy of fairly small, neighborhood facilities that are distributed throughout the City. An alternate service strategy of fewer, but larger facilities does not appear to meet the needs of our citizens. The adoption of a radically different service strategy could impact long-term capital needs of the Project, but it is not anticipated that such a service strategy change would meet the expressed needs of San Francisco library users.

If the Project can be accomplished as proposed. the investment that would be made now in the physical infrastructure of the branch library system would last for many years. The elements of the Project that are new construction would be built with the most durable materials and flexible building systems available. It would be incumbent upon the Library to carefully maintain these new facilities. The older facilities, even though they would undergo renovation, would need constant care and attention to maintain this investment. With careful monitoring and maintenance of the older facilities, it is anticipated that maintenance needs could be addressed through the Library's operating budget. At some point in the future, some of the oldest buildings may need to be replaced due to sheer deterioration from age and environment. It is not anticipated that this need would occur until the second half of the 21st century.

E. Describe the impact of the Project on the department's operating costs including program staffing, facilities staffing, and operations and maintenance of buildings.

The Project will have a minimal impact on the Library's operating costs.

Program Staffing: Most of the proposed projects are renovations or replacements of currently existing facilities that are already staffed and would not impact staffing. The only significant impact on staffing would be the addition of the staff for the new Mission Bay Branch. Assuming a 6-7 day/week service schedule, there would be 6-8 new FTE staff required. The expansion of the Richmond Branch may impact staffing needs. This will be a major consideration in design and we will do everything possible to keep any additional staff needs at a minimum.

Facilities Staffing and Operations and Maintenance: Costs for project management are included in the bond. Once all projects are completed, the Library may require the addition of a limited number of facility, custodial and engineering staff. This staff is shared system-wide and the actual impact won't be known until all facilities are completed. Although staff will be needed to maintain new facilities, it is anticipated that some of the current workload will be reduced when all facilities are rehabilitated and

modernized. The upgrading of the facilities in terms of mechanical, structural and electrical systems should lessen the necessity of constant and short-term repair that is the current situation and is costly for the Library.

V. DESCRIPTION OF SOURCES AND USES OF FUNDS

A. Provide a description of all sources of project funds listed in Section IV, Item A.

Cash from reserves, dedicated funds: The Department of Telecommunications and Information Services has obtained funds that have been allocated for accessibility improvement for Brooks Hall. $300,000 has been allocated from Community Development Block Grant funds and $200,000 from the Capital Improvement Fund.

Federal, State Monies/Grants/Programs: None.

Public Contributions: The Friends and Foundation of the San Francisco Public Library is very supportive of this bond proposal and is planning to mount a capital campaign with a fund-raising goal of $15 million. These funds would be used to support the furniture, fixtures and equipment (FFE) that cannot be included in the bond.

Bond Proceeds – ESP2: Originally, the Richmond Branch Library seismic improvements were to have been funded from the Earthquake Safety Bond Program Phase 2 (ESP2). Although funds authorized in the bond were not sufficient to complete the Richmond project, $2.4 million of that fund is allocated for seismic improvements at the Richmond Branch Library and can be used to fund that specific project.

Bond Proceeds – Branch Library Improvements: The proposed bond program will primarily support all project costs. These funds represent the proceeds from various bond sales, if the bond measure is approved by the voters.

B. Explain the basis for all project uses listed in Section III, Item A. Provide details on all project costs. Describe in detail any comparable cost analyses that have been performed, any contingency costs that have been assumed, etc. Describe the provisions that have been made if final costs are in excess of all available funding sources.

The basis for all project uses is information that has been developed by the Mayor's Office of Public Finance as well as by the Department of Public Works. The greatest share of the uses of project funds relates to the branch library improvements. The background for all project costs is documented in detail in the **Branch Library Improvements Bond Program Report**, which is enclosed. Comparable cost analyses will be done for projects in which replacement of facilities may be more cost-efficient that renovation. Contingency costs have been included in the project costs.

If final costs are in excess of all available funding, sources of additional funding may include the Library's operating budget and private contributions. Because the potential funding from these sources is limited, project priorities would be reviewed in light of available funding. The top priorities of the Library and the Library Commission are seismic safety and disabled access, and electrical upgrades to facilitate technology .

C. **Describe all sources of funds for annual payments (listed in Section IV, Item C) and impact to department's budget once adopted.**

Debt service costs for the bonds will be included in the bond program. As stated in Section IV, Item C and Item E, we project that additional costs from the Project can be supported by the Library's operating budget. The Library is funded uniquely in that it receives a dedicated share of the City's property tax which is matched by an annual contribution from the General Fund, which was authorized by Proposition E approved by voters in 1994. The Library's 1999/2000 budget appropriation is $46,066,005. Please see Attachment C for further detail on the Library's operating budget.

VI. DESCRIPTION OF ALTERNATIVE FUNDING MECHANISMS

A. **Please summarize any other funding mechanisms that were considered for financing this Project. Describe the benefits and detriments.**

Possible Project financing options that were considered included General Fund, Revenue Bonds, Federal funds, State funds, Department (Proposition E) funds, Library Improvement Fund and Private funds.

General Fund: Using the City's General Fund to finance $128 million in capital improvements over the next ten years would put a strain on resources and services provided by other City departments. Although this method would not put a burden on the individual taxpayer, the impact on other City programs would be detrimental. The General Fund recently did support the Ocean View Branch Library, with support of about $2.5 million, but the magnitude of the bond program would not facilitate General Fund support.

Revenue Bonds: Using revenue bonds would mean using Library and other Department revenues to support this program, which would shift priorities for the Library and other departments and impact ongoing programs. As with the General Fund, this method would not put a burden on the taxpayer, but would have detrimental service impacts.

Federal funds: From the 1960's through the late 1990's, federal funds administered through the California State Library were available for library construction (Library Services and Construction Act Funds). In fact, these funds were used as recently as the Mission Branch Library renovation. Unfortunately, under a recent re-authorization of the Library Services Act, funding for library construction projects was eliminated

State funds: The California Library Construction and Renovation Bond Act (Proposition 14), was approved by the voters in March 2000 and provides $350 million statewide for library construction and renovation. The bond funds will provide 65% of project costs while the local jurisdiction must provide 35%. Funds will be awarded through a competitive statewide process; and, although San Francisco will apply for funds and may have some projects funded, this is not an assured funding source. Also, San Francisco must be able to certify that the 35% required matching funds are available at the time of application; and, if approved, the bond funds would be used to certify this match. It is anticipated that the application cycle will begin in Fall 2001.

Department funds: The Library is funded in a manner that is not similar to other City departments. In 1994, the voters approved Proposition E, a charter amendment that allocated a specific share of the property tax for library purposes, and required the General Fund to match that property tax share based on a specific formula. Although Proposition E funds can be used for capital expenses, their primary purpose is to provide funding for staff and materials purchases ("hours and books"). The Project will generate demands on Proposition E funds and the General Fund required contribution to support additional staff and operating costs needed to support the renovated and new facilities.

Library Improvement Fund: Currently, there is a Library Improvement Fund, which has been the fiscal vehicle for funds for a variety of Library capital projects over the recent years, including the Main Library construction. There is a balance in that fund of approximately $4 million, most of which was generated from the Main Library building project. Some of these funds may be able to be applied to this Project, but the Library recommends strongly that those funds be reserved for modifications to the Main Library. Recently, a post-occupancy evaluation (POE) of the Main Library was completed that suggested a number of potential modifications totaling over $17 million. The Library is carefully analyzing these recommended modifications and does not anticipate that all will be completed, but believes that it is extremely prudent to set aside the funds in the Library Improvement Fund to support Main Library improvements. Because the Main Library construction was funded by Proposition A, the $109.5 million bond in 1988, the Library Commission does not wish to ask the citizens for any further support for the Main Library.

Private funds: If the bond measure is approved, the Friends and Foundation is committed to mounting a major capital campaign to provide the furnishings and equipment that are not allowable in the bond program – just as they have done for the Main Library and the Chinatown, Mission and Ocean View branches. Private funders are very interested in funding programs, services and specific objects; and they are not particularly interested in funding "bricks and mortar".

B. Explain in detail why the proposed funding mechanism is the best alternative for financing this Project.

General Obligation Bonds are commonly used for financing large public construction projects and offer the best option for the Project. By creating a bond covenant with the voters, the City would have a mandate to finish the Project independent of fluctuations in the General Fund or lending agreements subject to revenue projections.

VII. PROJECT SCHEDULE

A. Itemize the Schedule of Decision Review of this Project to date.

The poor condition of the branch libraries has been documented by the Department of Public Works in a number of studies in recent years. In the 1980's and early 1990's, the Library Commission focused much attention on the building of the Main Library, which was a critical project and has resulted in an architectural gem for the City. The Library Commission, during that time, clearly articulated that branch renovation would be a priority after the completion of the Main Library. The Park, Presidio and Sunset Libraries have been seismically retrofit as well as modified to provide disabled access. The Chinatown Branch was expanded and renovated in the 1990's; the Mission Branch renovation was completed in 1999; and the new Ocean View Branch Library will be opening in June.

The Library Commission and staff worked closely with the Department of Public Works in preparing for the Earthquake Safety Bond Program Phase 3, which included seismic retrofitting for Richmond, Noe Valley, Marina and Golden Gate Valley Branches. Public meetings regarding the proposed improvements were held at each of these branches in 1997. Unfortunately, this program was not placed on the ballot.

During the summer of 1999, the Library held public meetings in each branch as required by Proposition E. Although facility issues were not specifically addressed at those meeting, much information was gathered from attendees about service priorities for the entire Library system.

The Library Commission reviewed the development of the bond program at a special meeting held on Thursday, April 20, 2000 and specifically approved the CIAC request on May 2, 2000. Public meetings will be held during the month of May in each of the six branch library "clusters". Each cluster is composed of one resource library and several smaller branches. Plans for branches in each cluster as well as general information about the branch renovation plan will be reviewed with the public.

B. **Itemize the Project schedule from the date of CIAC approval.**
Please see Attachment D.

VIII. SPECIAL PROVISIONS

A. **Will the Project require a waiver of any City contract provisions (i.e. Burma Ordinance, Domestic Partners Ordinance, etc.)? If so, please explain.**

It is not anticipated that the Project will require a waiver of any City contract provisions. All current and future City contract provisions will be followed in the Project.

B. **Has your Department previously requested CIAC approval for this Project and been denied or deferred? If so, please explain why this proposal should be reconsidered.**

The Library has not previously requested CIAC approval for this Project. As part of the proposal for Earthquake Safety Bond Program Phase 3 (ESP3), four of these projects were reviewed by CIAC. Those projects included the three branch libraries that have a seismic hazard rating of 4 - Richmond, Noe Valley and Marina, and the Golden Gate Valley Branch, which has a seismic hazard rating of 3, but is an historic structure. Those specific projects, as well as the others put forward, deserve consideration because they are consistent with the City's policy of making City buildings seismically safe and accessible for disabled users.

C. **If the Project is not approved, what is the impact to the City and its residents? Is your agency/department prepared to initiate a second request? Would your agency/department reduce the scope of the Project?**

If the Project is not approved, the Library will continue to provide service at all its branch library locations. However, the service will not be as effective as it could be in rehabilitated buildings due to lack of seismic safety, accessibility and infrastructure required to support modern public library services. The Library will pursue Proposition 14 applications for the most competitive of the proposed projects but a source for the local 35% required project match must be identified in order to successfully compete for these funds. If required, the Library is prepared to resubmit the request or reduce its scope; however we feel that applying for rehabilitation of the branch system as a whole is the best way to assure the maintenance and improvement of branch libraries for all of the neighborhoods of San Francisco.

D. **If the Project is only partially approved, would your agency/department proceed with it anyway? Why or why not? If yes, how would your agency/department propose to accomplish this?**

The renovation and upgrading of the branch libraries is an extremely important activity for the Library and the Library Commission. If this project were partially funded, the Library would certainly prioritize its needs and address the most serious conditions in the facilities. Priorities would be given to retrofitting buildings that have a seismic hazard rating of 4 and buildings that cannot be accessed in any way by the disabled.

IX. OTHER

A. Please describe any other aspects of the Project that may be relevant to a decision by the CIAC.

Overall, the San Francisco Public Library is not only an essential City service, it is one of the City's most loved services for which the public has demonstrated its support time and time again. Bonds for the new Main Library were placed on the ballot in 1988 after a long grassroots effort led by the Friends of the Library to improve San Francisco's library system. They won with overwhelming support. Proposition E, the measure that created the Library Preservation Fund in 1994, was a similar effort. The public spoke clearly when they approved this proposition. It not only guaranteed a level of funding for library services, it also mandated the continued operation of all 26 branch libraries. During the campaign for the Main Library bonds, there was one question that came up at almost every forum. "Why are you fixing the Main and not the branches?" At that time library officials explained that the Main had to be replaced first because it was the backbone for the entire library system. The Main has now been replaced and the Library is moving forward to complete the remainder of the renovations needed to bring the entire San Francisco Public Library system into the 21st Century.

X. SUMMARY

Please summarize your agency/department's argument for requesting CIAC approval of this Project.

If approved by the voters, this bond measure will bring San Francisco's branch library system into the 21st Century. It will provide the public with seismically safe, accessible, code compliant branch libraries in every neighborhood of San Francisco. When complete, all branches in the system will have been renovated and technologically updated for modern telecommunications equipment. Every child and every adult in San Francisco will have access to modern information technology right in his or her own neighborhood. Service areas for children will be expanded in many branches. Existing storefront rental facilities will be replaced with new City-owned facilities, thereby assuring the public that these facilities are here to stay. A new branch library will be built to serve the City's newest community – Mission Bay. The measure also includes funding to construct a new system-wide support center that will free up needed public service

space in the Main Library and make improvements to Brooks Hall in Civic Center so that it can house the City Archive.

The branch libraries included in this measure range in age from the oldest, built in 1914 to the newest, built in 1969. The majority have not have a major rehabilitation since their original construction and are long overdue. Many are old, cramped and in need of repair. Comparable renovations of two branches were completed in the 1990's – the Chinatown Branch and the Mission Branch – and a new branch library that replaces the Ocean View rental facility will be opening in June. These renovations have all resulted in first-class library facilities, increased library usage and a rekindling of community spirit in the affected neighborhoods.

The branch library renovation program will be a public/private partnership. The bond funds will pay for capital improvements and the Friends and Foundation will raise the $15 million that will be needed for furniture and moveable. equipment, just like they did for the new Main Library and for the Chinatown, Mission and Ocean View renovations. This measure will guarantee that San Franciscans have first-class library facilities and equipment located conveniently throughout every neighborhood of the City.

ATTACHMENT A

Question IV A.

Sources and Uses of Project Funds

Sources of Project Funds	
Cash from reserves, dedicated funds, etc.	$500,000
Federal, State monies/Grants/Programs	
Public Contributions	$15,000,000
Bond proceeds – ESPII	$2,400,000
Bond proceeds – Branch Library Improvements	
Total Sources	
Uses of Project Funds	
Project Costs	$128,550,000
Financing Costs	
Reserve Fund	
Underwriters Discount	
Costs of Issuance	
Other	
Total Uses of Project Funds	

ATTACHMENT B

Question IV B.

Model Construction Budget Summary

The construction budget summary chart below groups four major components of the Branch Library Improvements Bond Program:

1) Rehabilitation and modernization of existing branches.
2) Site acquisition and construction of new branches.
3) Site acquisition and construction of a new system-wide support center.
4) The Library's contribution to tenant improvements at Brooks Hall.

Program Cost Breakdown

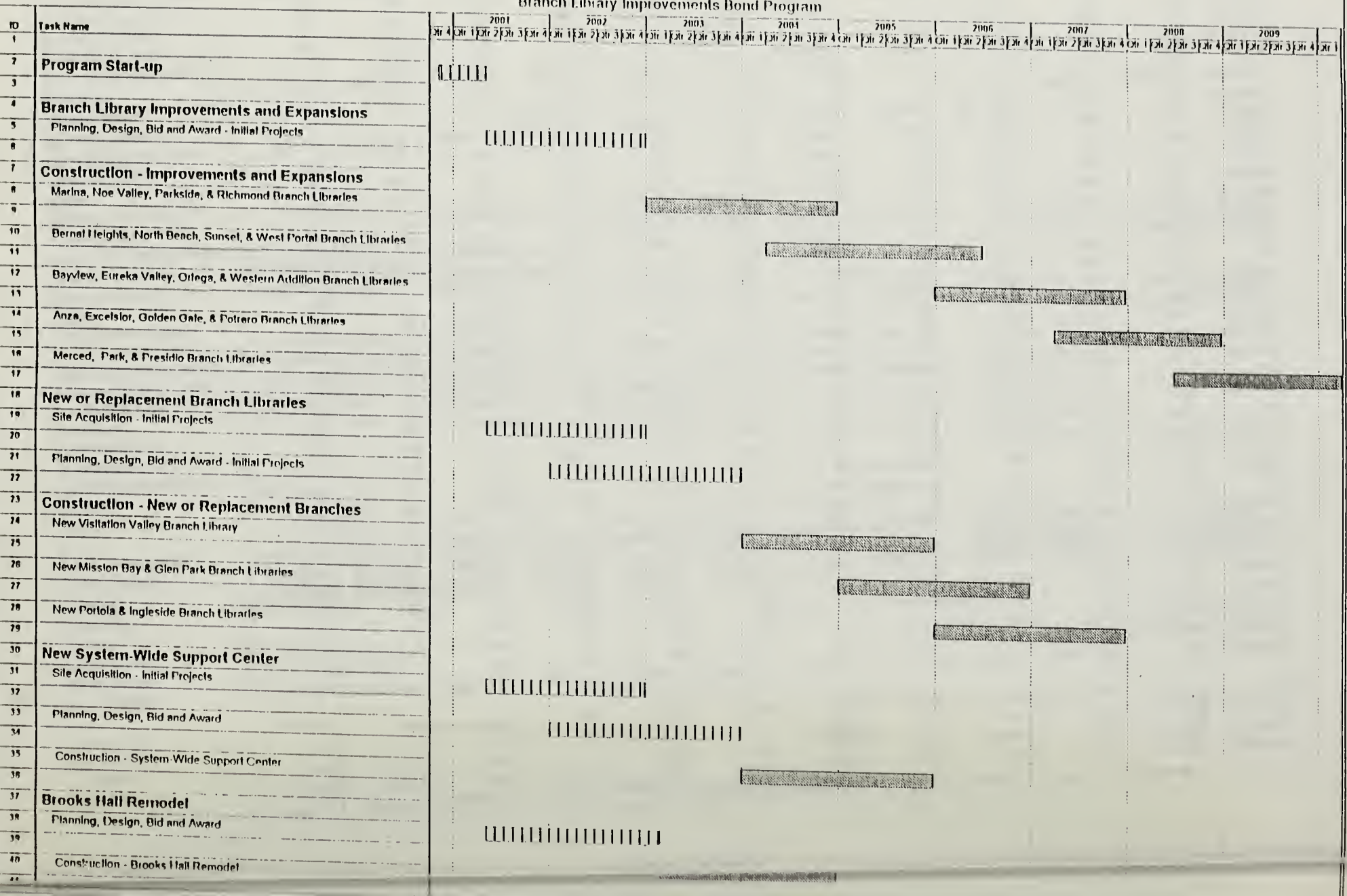
Cost Category	Existing Branches	New Branches	System –Wide Support Center	Brooks Hall	Total Program Costs
Construction	$60,500,000	$12,060,000	$7,100,000	$3,700,000	$83,360,000
Project Control	$21,180,000	$4,220,000	$2,480,000	$1,300,000	$29,180,000
Site Control	$0	$10,760,000	$5,250,000	$0	$16,010,000
Totals	$81,680,000	$27,040,000	$14,830,000	$5,000,000	$128,550,000

BOND PROGRAM COSTS (In Dollars)

Branches	Rehabilitation and Improvements	Expansion	Site Acquisition	New Building	Totals
Anza	4,160,000	880,000	-	-	$5,040,000
Bayview	3,480,000	810,000	-	-	$4,290,000
Bernal Heights	5,020,000	490,000	-	-	$5,510,000
Eureka	4,050,000	820,000	-	-	$4,870,000
Excelsior	4,930,000	-	-	-	$4,930,000
Glen Park	-	-	1,790,000	2,990,000	$4,780,000
Golden Gate	4,940,000	730,000	-	-	$5,670,000
Ingleside	-	-	1,790,000	3,120,000	$4,910,000
Marina	3,790,000	890,000	-	-	$4,680,000
Merced	3,590,000	880,000	-	-	$4,470,000
Mission Bay	-	-	3,280,000	3,600,000	$6,880,000
Noe Valley	4,230,000	660,000	-	-	$4,890,000
North Beach	3,190,000	500,000	-	-	$3,690,000
Ortega	3,300,000	760,000	-	-	$4,060,000
Park	1,410,000	-	-	-	$1,410,000
Parkside	3,080,000	-	-	-	$3,080,000
Portola	-	-	1,790,000	3,120,000	$4,910,000
Potrero	4,050,000	740,000	-	-	$4,790,000
Presidio	1,640,000	-	-	-	$1,640,000
Richmond	6,090,000	2,620,000	-	-	$8,710,000
Sunset	1,610,000	-	-	-	$1,610,000
Visitation Valley	-	-	2,110,000	3,450,000	$5,560,000
West Portal	4,310,000	370,000	-	-	$4,680,000
Western Addition	3,660,000	-	-	-	$3,660,000
System-wide Support Center	-	-	5,250,000	9,580,000	$14,830,000
Brooks Hall	5,000,000	-	-	-	$5,000,000
Total Program	$75,530,000	$11,150,000	$16,010,000	$25,860,000	$128,550,000

Schedule

Branch Library Improvements Bond Program


ID
Task Name
2001
2002
2003
2004
2005
2006
2007
2008
2009
Program Start-up
Branch Library Improvements and Expansions
Planning, Design, Bid and Award - Initial Projects
Construction - Improvements and Expansions
Marina, Noe Valley, Parkside, & Richmond Branch Libraries
Bernal Heights, North Beach, Sunset, & West Portal Branch Libraries
Bayview, Eureka Valley, Ortega, & Western Addition Branch Libraries
Anza, Excelsior, Golden Gate, & Potrero Branch Libraries
Merced, Park, & Presidio Branch Libraries
New or Replacement Branch Libraries
Site Acquisition - Initial Projects
Planning, Design, Bid and Award - Initial Projects
Construction - New or Replacement Branches
New Visitation Valley Branch Library
New Mission Bay & Glen Park Branch Libraries
New Portola & Ingleside Branch Libraries
New System-Wide Support Center
Site Acquisition - Initial Projects
Planning, Design, Bid and Award
Construction - System-Wide Support Center
Brooks Hall Remodel
Planning, Design, Bid and Award
Construction - Brooks Hall Remodel

	MAIN	BRANCH	TECHN SERVICE	IRMO	PUBLIC AFFAIRS	AUTOMATION	OPERATIONS	ADMIN	MOCYF	PROP J	FHRMAN	Total
Total FTE	176.85	190.24	46.53	8.13	10.01	15.10	64.20	22.13	6.00	58.76	0.00	597.95
Permanent	176.85	180.77	46.53	8.13	10.01	15.10	64.20	20.64	6.00	57.84	0.00	586.07
Temporary	0.00	9.47	0.00	0.00	0.00	0.00	0.00	1.49	0.00	0.92	0.00	11.88
Grant Funded	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Perm Salaries	$7,938,271	$8,220,086	$2,207,178	$472,373	$499,821	$767,626	$2,764,335	$1,253,894	$332,762	$3,059,551	$0	$27,515,897
Temp Salaries	$0	$444,925	$0	$0	$0	$0	$0	$70,000	$0	$43,104	$0	$558,029
Premium Pay	$222,618	$79,873	$25,106	$0	$0	$0	$0	$10,059	$0	$0	$0	$337,656
Overtime	$0	$0	$0	$0	$5,500	$0	$0	$29,769	$0	$0	$0	$35,269
Holiday Pay	$0	$0	$0	$0	$0	$0	$0	$2,097	$0	$0	$0	$2,097
Subtotal	$8,160,889	$8,744,884	$2,232,284	$472,373	$505,321	$767,626	$2,764,335	$1,365,819	$332,762	$3,102,655	$0	$28,448,948
Fringe Benefits	$2,042,170	$1,906,636	$545,853	$109,476	$121,778	$187,212	$729,103	$293,618	$79,225	$741,825	$0	$6,756,896
Total, Salary Budget	$10,203,059	$10,651,520	$2,778,137	$581,849	$627,099	$954,838	$3,493,438	$1,659,437	$411,987	$3,844,480	$0	$35,205,844
Travel	$0	$0	$0	$0	$0	$0	$0	$30,000	$0	$0	$0	$30,000
Training	$0	$0	$0	$0	$0	$0	$0	$113,880	$0	$0	$0	$113,880
Employee Field Expense	$0	$228	$0	$640	$0	$100	$8,110	$1,240	$0	$0	$0	$10,318
Entertainment & Promotion	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Membership Fees	$0	$0	$0	$0	$0	$0	$0	$77,600	$0	$0	$0	$77,600
Court Fees	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Professional & Spec. Srvcs	$4,200	$0	$127,000	$0	$9,200	$0	$4,000	$60,000	$0	$0	$0	$204,400
Maintenance Srvcs - Bldg	$0	$0	$0	$0	$0	$12,000	$108,000	$0	$0	$0	$0	$120,000
Maintenance Srvcs - Equip	$15,650	$7,850	$20,000	$0	$29,800	$256,982	$161,388	$0	$0	$42,154	$0	$533,824
Rents & Leases - Bldgs	$0	$137,774	$0	$0	$0	$0	$0	$0	$0	$0	$0	$137,774
Rents & Leases - Equip	$0	$0	$3,000	$0	$0	$0	$6,200	$15,800	$0	$0	$0	$25,000
Utilities	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Other Current Expenses	$38,000	$40,000	$91,000	$152,000	$10,000	$0	$100,413	$33,173	$0	$30,823	$0	$495,409
Materials & Supplies	$23,116	$140,000	$0	$0	$0	$0	$62,600	$0	$800	$0	$0	$226,516
Bldg & Construction Supplies	$0	$0	$0	$0	$2,000	$1,000	$218,728	$0	$0	$0	$0	$221,728
Equipment Maint Supplies	$0	$0	$1,500	$0	$5,000	$38,000	$0	$0	$0	$1,560	$0	$46,060
Hospital, Clinics and Labs	$0	$0	$0	$0	$0	$0	$5,000	$0	$0	$0	$0	$5,000
Safety	$0	$0	$0	$0	$0	$0	$12,900	$0	$0	$0	$0	$12,900
Fuels & Lubricants	$0	$0	$0	$0	$0	$0	$3,000	$0	$0	$0	$0	$3,000
Other Materials & Supplies	$90,193	$181,918	$103,635	$6,500	$17,500	$175,144	$104,400	$18,000	$11,200	$1,401	$0	$709,891
Books & Materials				$3,787,813						$205,213	$150,000	$4,143,026
Capital Projects	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$86,500	$0	$8,572	$31,200	$365,036	$22,000	$15,000	$0	$0	$0	$528,308
Equip. Lease Purchase - Opt	$0	$0	$0	$0	$0	$968,876	$0	$0	$0	$0	$0	$968,876
Equip Lease Purchase - City	$0	$0	$0	$0	$0	$237,503	$0	$0	$0	$0	$0	$237,503
Srvcs of Other Depts	$0	$0	$0	$0	$53,600	$343,525	$864,672	$248,251	$7,700	$1,400	$0	$1,519,148
Intrafund Transfers Out	$0	$0	$0	$0	$0	$0	$0	$490,000	$0	$0	$0	$490,000
Total, Non-Salary Budget	$171,159	$594,270	$346,135	$3,955,525	$158,300	$2,398,166	$1,681,411	$1,102,944	$19,700	$282,551	$150,000	$10,860,161
TOTAL	$10,374,218	$11,245,790	$3,124,272	$4,537,374	$785,399	$3,353,004	$5,174,849	$2,762,381	$431,687	$4,127,031	$150,000	$46,066,005

LIBRARY PRESERVATION FUND/GENERA *$45,484,318*

AFFINITY CENTERS AT THE MAIN LIBRARY

AFFINITY CENTER	CHINESE	FILIPINO	STEGNER	AFRICAN-AMERICAN	HORMEL
STAFF CONTACT	Doris Tseng (X4495)	Estela Manila (X4425)	Wendy Owens (5 FTE)(X4473) Terry Gwiazdowski Eunice Groark, F&F	Vacant	Jim Van Buskirk (X4566) Joan Annsfire (.5FTE) Robert Giannasca F&F
FUNDING WHERE FROM?	$1,900 Lib Budget	$1,900 Lib. Budget	$3,500 Lib. Budget (periodicals)	$3,000 Lib. Budget	$9000 Lib. Budget $163,740 F&F
SCOPE OF COLLECTION	Chinese interest--books in Engiish on Chinese subjects-	Phillipine history, peoples and culture; Filipino-American immigrant exp and culture;Filipino and other languages	Materials on the environment and preservation of natural resources	History, traditions, and culture of African-Americans	Preserve and make accessible the record of gay and lesbian experience; focus on No. Calif
OUTREACH ACTIVITIES	Press releases;tours; flyers, letters to community colleges; exhibit contacts; newspaper articles in Chinese press	Programs, exhibits and displays, tours to special groups, visits to schools and colleges; flyers, press releases, and brochures, participate in events	Programs and exhibits; intensive workshops, author readings; developing branch programs	Shared database with Af.-Am Historical Soc and Cultural Center; exhibits and programs both at Main and in branches; networking	Exhibits and programs; website; networking and collaborations; email questions, tours; speaking engagements
CURRENT VOLUNTEER HELP	Processing and shelving of books	F&F helps sponsor programs, publicity	Eunice is fulltime outreach paid by F&F	Greeters in Center; some volunteers for individual programs	Greeters in Center; ad hoc volunteers for events or programs; donations
DESIRED VOLUNTEER HELP	Volunteers in Chinese Center	Compile reading lists, etc	Not necessary; could cover Stegner center	Additional greeters	Additional greeters

AFFINITY CENTERS AT THE MAIN LIBRARY

AFFINITY CENTER	CHINESE	FILIPINO	STEGNER	AFRICAN-AMERICAN	HORMEL
PLAN OF SERVICE FOR NEXT 2 YEARS	Expand collection; more outreach and programs; add Chinese wordprocessing; strengthen Shanghai and Taipei Friendship libraries; photos of famous Chinese-Americans	Expand programs, exhibits; increase materials budget in all formats; digitize special collections	Reorganize collection; establish materials budget; community partnerships for services, programs, etc, request funding for FT librarian	Expand programs, collections, exhibits, and website	Expand program thru library system; add to website, online exhibits; increased collections and archives
POSSIBLE FUNDRAISING	Chinese-Am writers lectures; grants for more materials	Donations for materials; grants for more and better exhibits and programs	Donations for materials	Increased materials	Increased materials, more digitizing;
MISC.		Probably only Filipino-American center in Am public library	Affinity group has become more active by having Eunice and Wendy Group is committed environmentalists	New full-time librarian will have new ideas and program will expand	A Gay, lesbian, bi and transsexual taskforce meets regularly on library service; Hormel Endowment Committee meets biannually; many demands on current staff